U.S. DEPARTMENT OF ENERGY
SUSTAINABILITY DASHBOARD USER GUIDE

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U.S Department of Energy
Sustainability Performance Office

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Document Change History

Version	Date	Description of Changes	Editor
1.0	10/07/2014	Initial publication.	N/A

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Introduction

The U.S. Department of Energy (DOE) is required to meet sustainability goals mandated by statute and related Executive Orders (E.O.), including goals for greenhouse gas (GHG) emissions, energy and water use, fleet petroleum use, green buildings, and renewable energy.

Each year, DOE tracks performance and reports progress annually towards these goals to the Office of Management and Budget (OMB), White House Council for Environmental Quality (CEQ), and Congress, through the annual greenhouse gas inventory, annual energy report, strategic sustainability performance plan (SSPP), and related reports.

Since 2009, the Sustainability Performance Office (SPO) has utilized the Consolidated Energy Data Report (CEDR) to collect DOE site-level sustainability data and consolidate these data sets on behalf of the Department.

In October 2014, the SPO launched the DOE Sustainability Dashboard (Dashboard) to serve several functions for DOE sustainability data reporting. The Dashboard maintains historical data sets for each DOE site and national laboratory and collects current year data, consistent with processes established in previous year's reporting cycles. In addition, the Dashboard features analytics to provide DOE sustainability personnel with tools for managing sustainability at their site or within their program.

At this time, the Dashboard does not include all required DOE sustainability data categories. As such, DOE sites are presented with two options for reporting FY 2014 sustainability data.

1) CEDR Approach – Complete all CEDR tabs using instructions outlined in the CEDR Technical Support Document. This approach is consistent and relatively unchanged from prior years' reporting processes.

2) Hybrid Approach – Complete all data entry categories available in the Dashboard and the following tabs in the CEDR:

- 2.1 - Funds, Metering, Training
- 3.3a - Conservations & RE Measures
- 3.4 - Building Inventory Changes
- 4.1 - Source Energy Savings
- 5.1 - Data Centers
- 11 - Covered Facilities

For detailed instructions on the FY 2014 reporting process, please reference the CEDR Technical Support Document and FY 2015 Site Sustainability Plan (SSP) Guidance.

Revisions to this user guide will be published on an as needed basis. A Frequently Asked Questions (FAQ) section will also be developed. Development of the Dashboard will be an on-going process. Additional features will be added and content and processes will be continuously refined.

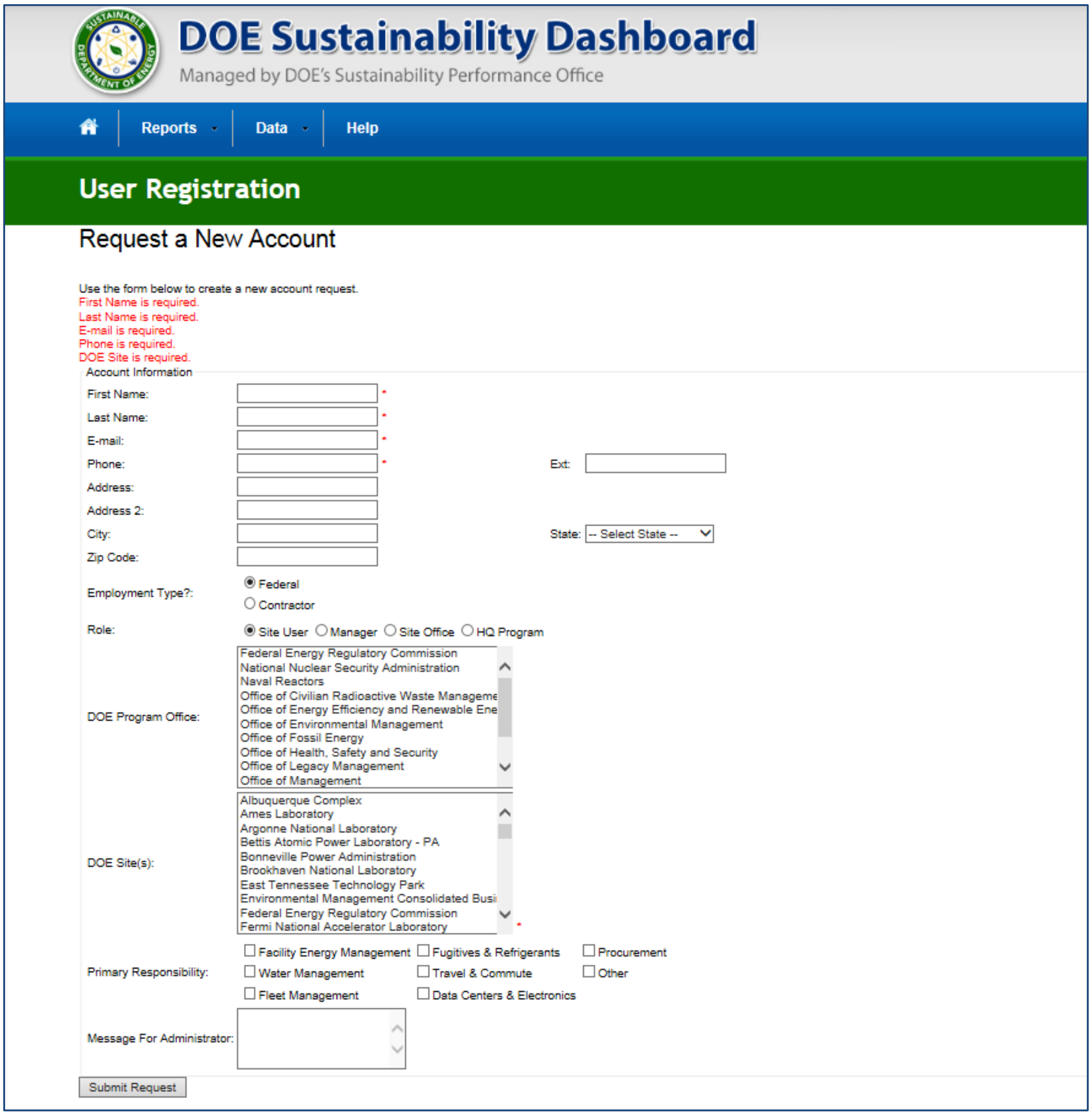
For more information on the Dashboard or the DOE sustainability reporting process, please reference the resources above or contact the Sustainability Performance Office at sustainability@hq.doe.gov.

Chapter 1: Log In

1. Log In

DOE employees (Federal employees and contractors) with assigned duties to the sustainability reporting and management process may request access to the Dashboard. The following section outlines the account creation and initial log in process.

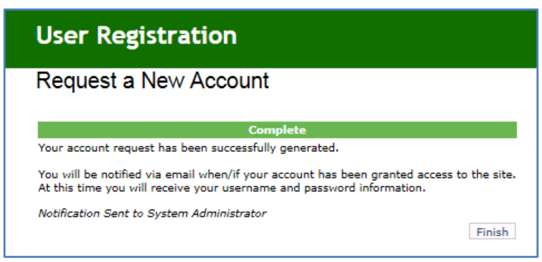
1.1. New User Registration



To request a user account:

1. Open the DOE Sustainability Dashboard https://doegrit.energy.gov/SustainabilityDashboard

2. Click the *Register* tab in the upper right hand corner of the **Home Page**.
3. Complete the required fields ("First Name", "Last Name", "E-mail", "Phone", and "Site").
4. Complete the address fields (optional).
5. Self-identify "Employment Type" (*Federal* or *Contractor*), "Role" (*Site User, Site Manager, Site Office, HQ Program*), "Program Office", and "Site". Note that if you are registering as a HQ Program user, select only one program office. Your respective sites will be assigned to you.
6. Check the boxes denoting your "Primary Responsibility" from a data entry perspective (*Facility Energy Management, Water Management, Fleet Management, Fugitives & Refrigerants, Travel & Commute, Data Centers & Electronics, Procurement, Other*) (optional).
7. The "Message for Administrator" field may be used to include important notes regarding your registration. An example may be to add notes justifying your selection of Site(s) or Program(s).
8. Select the "Submit Request" button at the bottom of the screen, and a confirmation message appears. Click the "Finish" button.

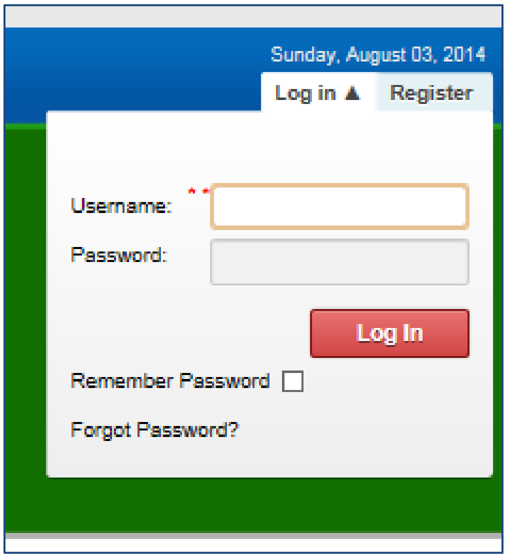


9. Upon account approval, you will receive a confirmation email with a temporary password. Note: Site administrators will work quickly to approve your account. If you do not receive an email confirming your request within one day of submission, please contact sustainability@hq.doe.gov for assistance.
10. In the *Log In* tab, enter your Username (your email address) and the temporary Password.
11. Click on the "Log In" button.

1.2. Existing Users

Existing users may follow the steps outlined below to access the Dashboard:

1. Select the following link to open the Dashboard https://doegrit.energy.gov/SustainabilityDashboard
2. From the DOE Sustainability Dashboard **Home Page**, select the *Log In* tab on the top right hand corner of the screen.



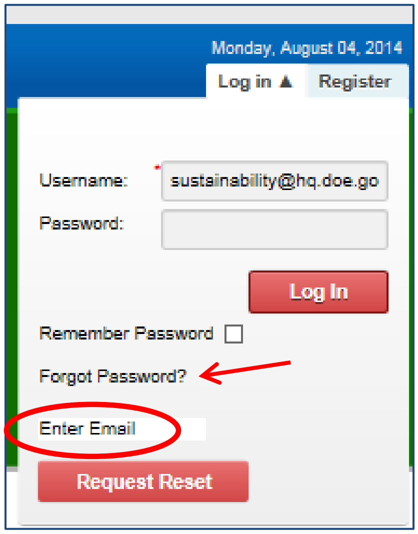
3. Enter your "Username" (your email address) and "Password."
   If you are unsure of your account status, please email sustainability@hq.doe.gov, or select "Forgot Password?" for automated password assistance.
4. Optionally, you may choose to select the "Remember Password" checkbox to remember your password for future log ins.
5. Click the "Log In" button.

Session Expiration: Your session will expire after 20 minutes of inactivity. Should this occur, you will need to log in again.

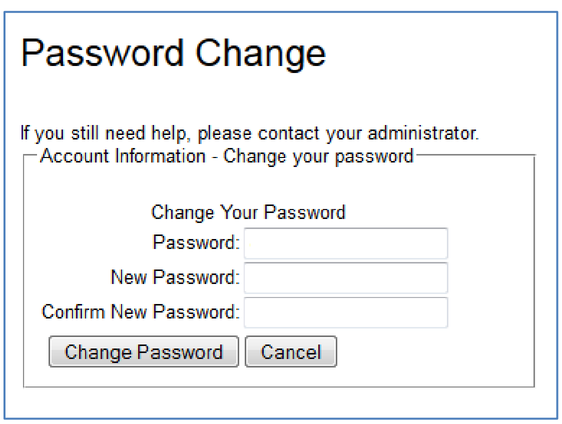
1.3. Password Assistance

If you require password assistance, click on the “Forgot Password?” link from the *Log In* tab.

1. Clicking “Forgot Password?” prompts you to enter your email address.



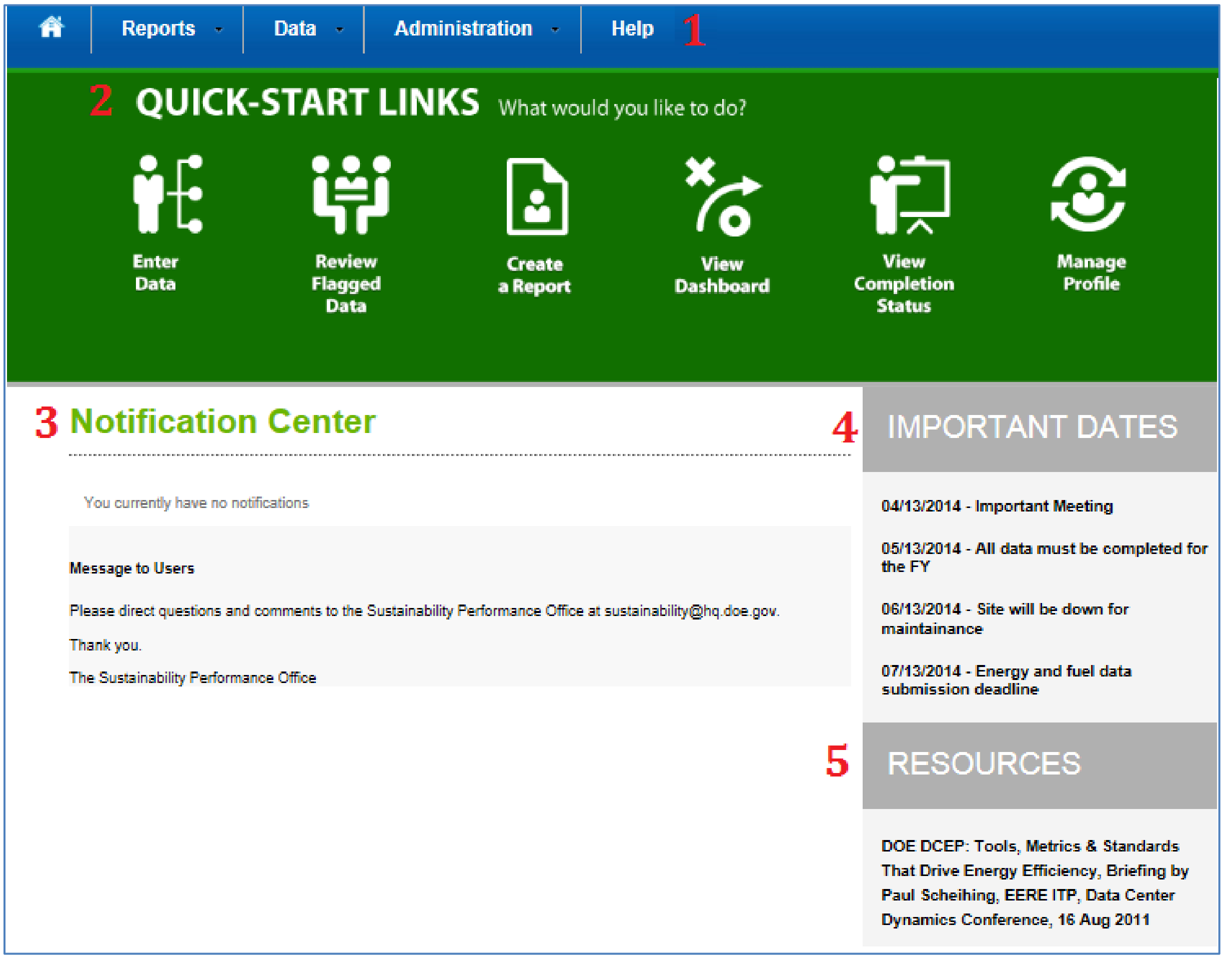
2. After entering your email address click the “Request Reset” button.
3. Upon successful match you will receive an email with a temporary password to access the system.
4. Return to the *Log In* tab and enter your email address and your temporary password.
5. Please be sure to change your temporary password through the Administration Menu upon logging in. Note that the password length must be a minimum of 6 characters with one being a special character (i.e., @,#,$).



Chapter 2: Home Page

2. Home Page

The Dashboard **Home Page** is divided into five sections: Top Navigation Bar, Quick Start Links, Notification Center, Important Dates, and Resources.



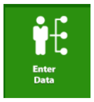
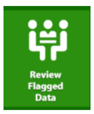
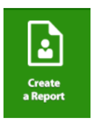
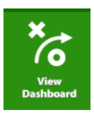
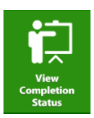
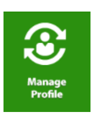
1. Top Navigation Bar

The top navigation bar (in blue) allows the user to navigate through the Dashboard and is described below:

- **Home Page** is represented by an icon that resembles a house and results in a return to the Home Page.
- **Reports Menu** presents options to Create a Report, view Performance Graphs, and view a Dashboard that shows sustainability goal progress.
- **Data Menu** provides the ability to Enter Data and review the Completion Status sustainability reporting.
- **Administration Menu** allows the user to edit their profile and change their password. In some cases, Site Users may see a link to edit their site profile.
- **Help Menu** provides a link to this document.

2. Quick Start Links

The Quick Start Links icons provide quick access to key system functions. The links may also be accessed through the top navigation bar (in blue).

Quick Start Icon	Description	Navigation Alternative
	Opens the **Data Entry Module**. Refer to *Chapter 5 Data Entry Module* for more information.	On the **Data Menu**, select *Enter Data.*
	Opens the **QA/QC Module**. Refer to *Section 5.2 QA/QC Module* for more information.	In the **Data Entry Module**, choose “Full QA/QC” button.
	Opens the Create a Report page. Refer to *Section 7.3 Create a Report* for more information.	From the **Reports Menu** select *Create a Report*.
	Opens the Dashboard Module. Refer to *Section 7.1 Dashboard Module*	From the **Reports Menu** select *Dashboard*.
	Allows user to see for their approved site(s) reporting completion status. Refer to *Section 4.2 Completion Status*.	From the **Data Menu** select *Completion Status*.
	Brings up the **Edit User** page. Refer to *Section 3.2 User Profile.*	From the **Administration Menu** select *User Profile*.

3. Notification Center

This section provides the user with important notifications, including system settings and system maintenance. Future development of this section will include user-specific messages, such as required actions (data entry, approval, etc.).

4. Important Dates

The section communicates important dates, including reporting schedules and deadlines for submitting data.

5. Resources

This section includes links to important guidance documents and user guides (e.g., SSP Guidance).

Chapter 3: Administration

3. Administration

3.1. User Roles and Privileges

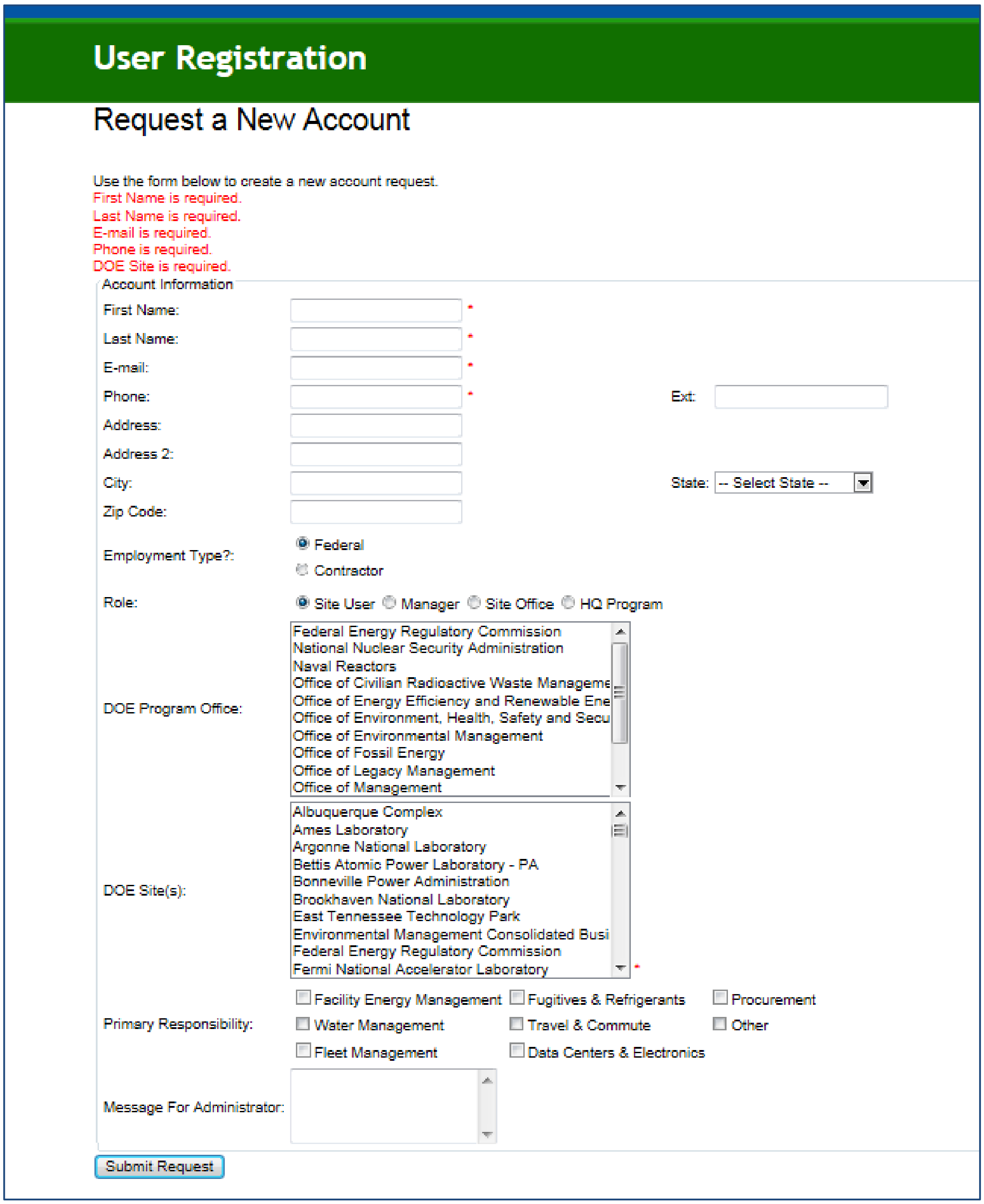
The table below summarizes the user roles, access rights, and privileges for each level of access to the Dashboard. Data sets will be protected according to user roles and program/site affiliation. Permission may be granted to specific users for viewing other organization's data sets. Please contact the SPO at sustainability@hq.doe.gov for more information.

User Role	Description	Access Rights	Privileges
Site User	Site level personnel with sustainability data reporting responsibilities. May be involved with one or many data category (i.e., a site may have multiple site users, with separate responsibilities for energy, water, waste, etc.).	Read/write to assigned site(s).	Ability to enter data for their assigned site and submit to Site Manager for review. After submission, the Site User is locked out from editing data sets further. Their Site Manager/Site Office/HQ Program must reject data set to allow Site User or Site Manager to modify data.
Site Manager	Site level personnel who oversees sustainability reporting for their site. Site manager reviews (approves/rejects) data sets submitted by Site Users and subsequently submits data sets for Site Office Review. The Site Manager may also have sustainability data reporting responsibilities. Site Managers may be contractors or Federal employees.	Read/write access to assigned site(s).	Ability to review (approve/reject/edit) datasets submitted by Site Users. Ability to submit data sets for Site Office review.
Site Office	Entity responsible for approving data sets prior to submission to HQ. Site Office users are typically Federal employees.	Read access of assigned site(s).	Ability to review (approve/reject) datasets submitted by Site Managers.

User Role	Description	Access Rights	Privileges
HQ Program	HQ program personnel with responsibilities of overseeing and managing sustainability activities. HQ Program personnel are usually Federal employees.	Read access to respective sites.	Ability to review (approve/reject) datasets. Administrative access to update user and site profiles.

3.2. User Profile

User profiles contain basic information for each Dashboard user, including name, email address, phone number, physical address, employment type, role, and HQ Program Office. This information is collected and stored when accounts are created and may be modified at any time as needed. See *Section 1.1. New User Registration* for more information on creating a new account.


User Registration

Request a New Account

Use the form below to create a new account request.
First Name is required.
Last Name is required.
E-mail is required.
Phone is required.
DOE Site is required.

Account Information

First Name: *
Last Name: *
E-mail: *
Phone: * Ext:
Address:
Address 2:
City: State: -- Select State --
Zip Code:
Employment Type?: Federal / Contractor
Role: Site User / Manager / Site Office / HQ Program

DOE Program Office:
Federal Energy Regulatory Commission
National Nuclear Security Administration
Naval Reactors
Office of Civilian Radioactive Waste Manageme
Office of Energy Efficiency and Renewable Ene
Office of Environment, Health, Safety and Secu
Office of Environmental Management
Office of Fossil Energy
Office of Legacy Management
Office of Management

DOE Site(s): *
Albuquerque Complex
Ames Laboratory
Argonne National Laboratory
Bettis Atomic Power Laboratory - PA
Bonneville Power Administration
Brookhaven National Laboratory
East Tennessee Technology Park
Environmental Management Consolidated Busi
Federal Energy Regulatory Commission
Fermi National Accelerator Laboratory

Primary Responsibility:
Facility Energy Management / Fugitives & Refrigerants / Procurement
Water Management / Travel & Commute / Other
Fleet Management / Data Centers & Electronics

Message For Administrator:

Submit Request

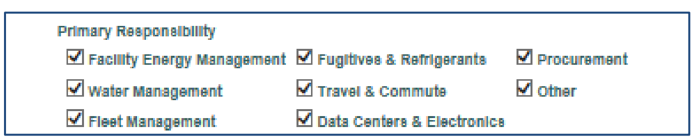
The descriptions of each field on the **Edit User** page follow:

User Profile Element	Description	Editable/ Assigned
Email	Automatically populated with the Email address entered in the Register User process. Fixed field.	Fixed field
Username	Automatically populated with the Email address entered in the Register User process. Fixed field.	Fixed field
Address Fields (Address, Address 2, City, State, Zip)	If entered in the register user process, these fields are automatically populated with the address entered during the Register User process. Editable by the user.	Editable by the user
Phone	Automatically populated with the Phone entered during the Register User process. Editable by user.	Editable by the user
Employment Type	Employment Type (Federal or Contractor) as selected during the Register User process. Modifying Employment Type: 1. Click the “Request Employment Change” button. 2. When prompted, enter a justification for your request. 3. Enter additional email addresses to copy other individuals on your request to the system administrator, separating addresses with a semi-colon. 4. Click the “Send Request” button to submit to the Administrator or “Cancel” to cancel the action.	Editable by the user
Role	Populated with your approved role. Fixed field containing check boxes for Site User, Site Manager, Site Office, and/or HQ Program. Modifying Role: 1. Click the “Request Role Change” button. 2. When prompted, enter a justification for your request. 3. Enter additional email addresses to copy other individuals on your request to the system administrator, separating addresses with a semi-colon. 4. Click the “Send Request” button to submit it to the Administrator or “Cancel” to cancel the action.	Assigned by Dashboard Administrators and HQ Program Office

<table>
<tr><th>User Profile Element</th><th>Description</th><th>Editable/ Assigned</th></tr>
<tr><td>Program</td><td>Populated with your approved Program Office(s) assignment.

Modifying Program Office assignment:
1. Click the “Request Change to Program Office” button.
2. When prompted, enter a justification for your request.
3. Enter additional email addresses to copy other individuals on your request to the system administrator, separating addresses with a semi-colon.
4. Click the “Send Request” button to submit it to the Administrator or “Cancel” to cancel the action.</td><td>Assigned by Dashboard Administrators</td></tr>
<tr><td>Site</td><td>Populated with your approved Site(s) assignment.

Modifying Site assignment:
1. Click the “Request Site Change” button.
2. When prompted, enter a justification for your request.
3. Enter additional email addresses to copy other individuals on your request to the system administrator, separating addresses with a semi-colon.
4. Click the “Send Request” button to submit it to the Administrator or “Cancel” to cancel the action.</td><td>Assigned by Dashboard Administrators and HQ Program Office</td></tr>
<tr><td>Primary Responsibility</td><td>The field designates the primary responsibilities for reporting.



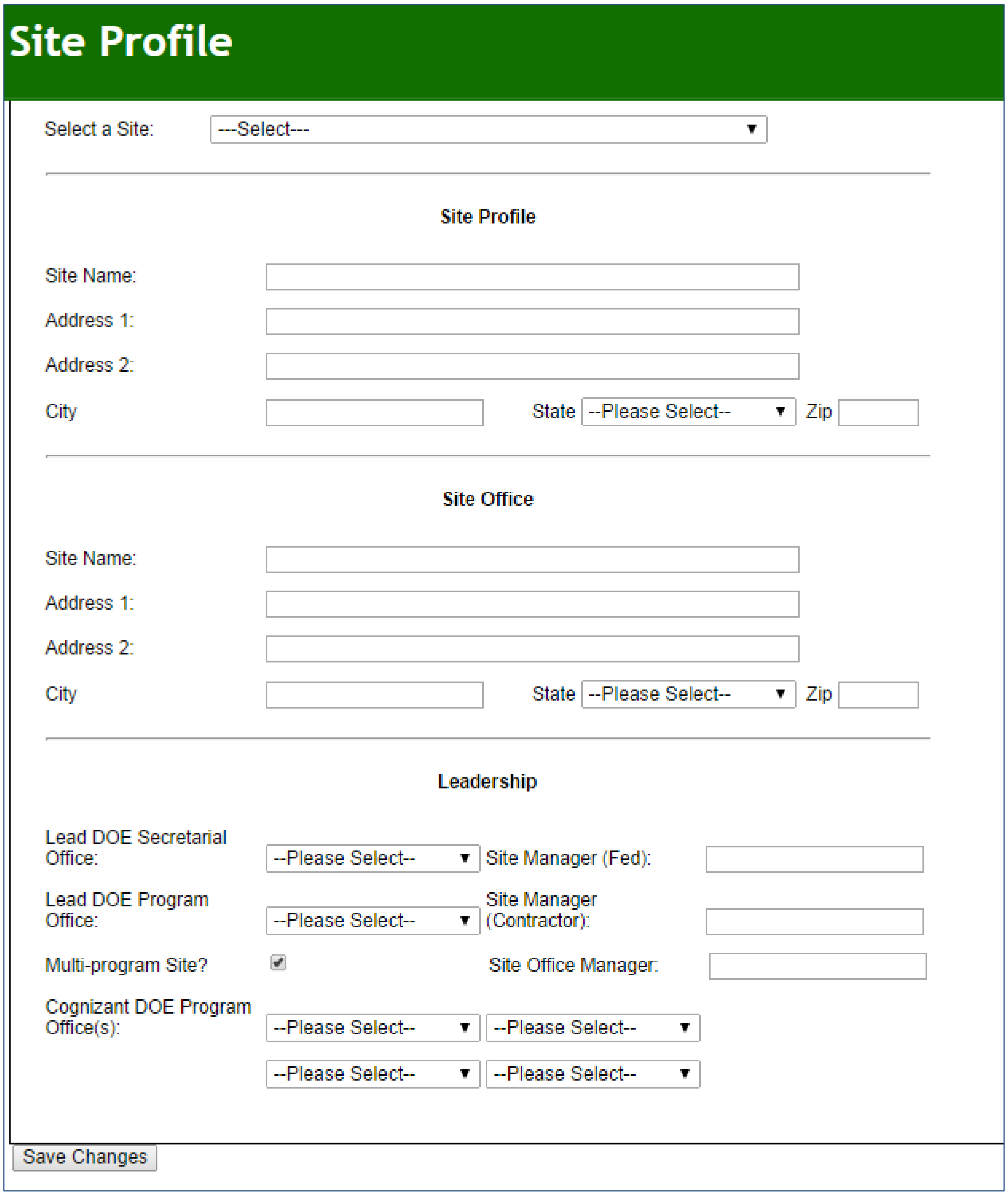
These responsibilities correlate with the data categories as follows:

<table>
<tr><th>Primary Responsibility</th><th>Data Category</th></tr>
<tr><td>Facility Energy Management</td><td>Energy</td></tr>
<tr><td>Water Management</td><td>Water</td></tr>
<tr><td>Fleet Management</td><td>Fleet Vehicle Fuel, Fleet Vehicle Inventory</td></tr>
<tr><td>Fugitives & Refrigerants</td><td>Fugitives & Refrigerants</td></tr>
<tr><td>Travel & Commute</td><td>Air Travel, Ground Travel, Commute</td></tr>
</table></td><td>Editable by the user</td></tr>
</table>

<table>
<tr><th>User Profile Element</th><th>Description</th><th>Editable/ Assigned</th></tr>
<tr><td></td><td><table>
<tr><td>Data Centers & Electronics</td><td>Electronics Acquisition, Electronics Operations, Electronics End-of-Life</td></tr>
<tr><td>Procurement</td><td>Sustainable Contract Review</td></tr>
<tr><td>Other</td><td>Renewables, Non-Fleet Vehicles and Equipment Fuel, Municipal Solid Waste, Waste Diversion, Wastewater Treatment</td></tr>
</table></td><td></td></tr>
<tr><td>Save Button</td><td>Saves the information entered.</td><td>N/A</td></tr>
<tr><td>Delete Button</td><td>Displays a message confirming that you want to delete this user.</td><td>N/A</td></tr>
<tr><td>Cancel Button</td><td>Cancels the information entered and closes the user profile screen.</td><td>N/A</td></tr>
</table>

3.3. Site Profile

Site Profiles contain basic site information, including the site address, site office address, DOE Secretarial Office, Program Office(s), and personnel with leadership positions. Once the site user has entered all of the information below, select the “Save Changes” button. Only Site Managers have privileges for modifying Site Profile information. Site Users possess read-only access for this page.



The descriptions of each field on the **Site Profile** page follow:

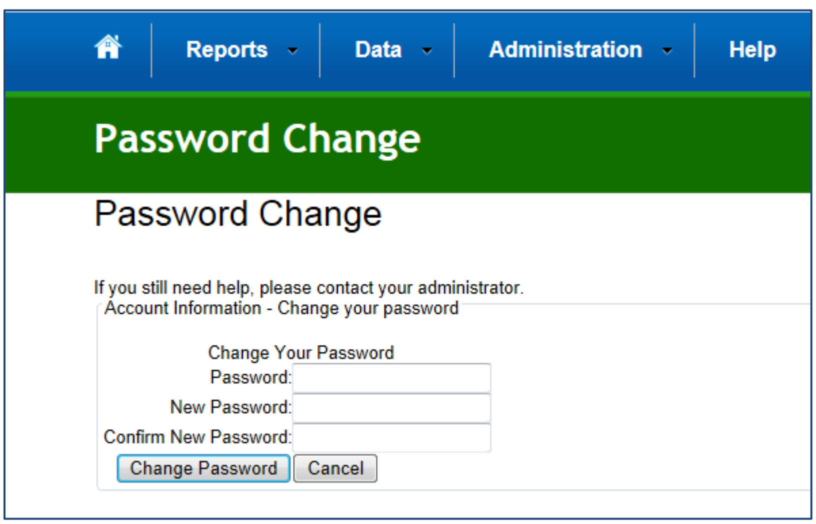
User Profile Element	Description	Editable/ Assigned
"Select a Site" Drop-Down	Select a site from a drop-down menu of user's approved sites. Reference the **User Profile** page for a list of approved sites.	Editable by the user
Site Profile Address	Enter Site address.	Editable by the user
Site Office Address	Enter Site Office address.	Editable by the user
"Lead DOE Secretarial Office" Drop-Down	Select the lead DOE Secretarial Office from a drop-down menu.	Editable by the user
"Lead DOE Program Office" Drop-Down	Select the lead DOE Program Office from a drop-down menu of user's approved Program Offices. Reference the **User Profile** page for a list of approved Program Offices.	Editable by the user
"Multi-Program Site" Checkbox	This check box is enabled for sites that span across multiple Program Offices.	Editable by the user
Cognizant DOE Program Office(s)	If the Multi-Program Site check box is enabled, select the cognizant Program Office(s).	Editable by the user
Site Manager (Fed)	Enter the name of the Federal Site Manager.	Editable by the user
Site Manager (Contractor)	Enter the name of the Contractor Site Manager, if applicable.	Editable by the user
Site Office Manager	Enter the name of the Site Office Manager.	Editable by the user
Save Changes Button	Saves the information entered.	N/A

3.4. Change Your Password

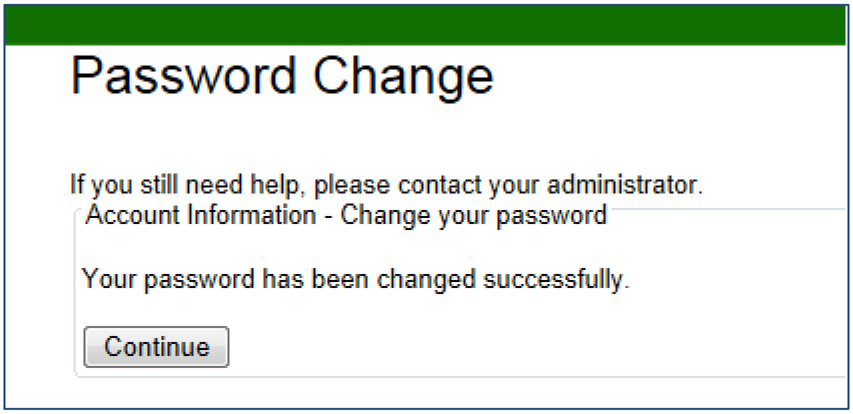
Passwords must be a minimum of 6 characters and include one special character (i.e. @,#,$).

1. To change your password, go to the **Administration Menu** on the Navigation bar and select *Change Your Password*.

2. Provide your old password then enter a new password that will be used from this point forward. Once the new password is entered, confirm it by re-entering it in the field below.



3. When completed, select the “Change Password” button to submit the information to the system. The “Cancel” button provides the ability to cancel the action. The Dashboard will confirm your action.



4. Select “Continue” to proceed to the **Home Page**.

Chapter 4: Data Menu Overview

4. Data Menu Overview

The following chapter covers the general mechanisms for entering sustainability data and tracking completion. Specific information on individual data entry pages is covered in Chapters 5, Data Entry Modules and 6, Detailed Description of Data Categories. The Dashboard mirrors the data categories and processes for data collection established through the CEDR.

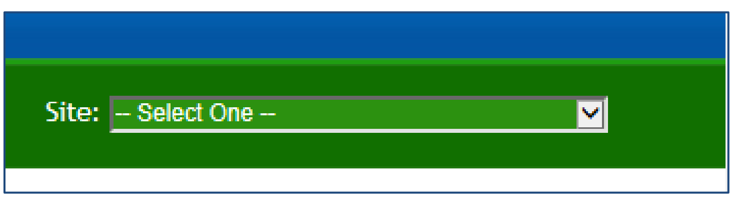
Please note that for FY 2014 reporting, not all reporting categories are included in the Dashboard. Some categories are collected only through the CEDR. For a detailed description of reporting requirements, refer to the *Introduction Section* of this Dashboard User Guide, the FY 2015 Site Sustainability Plan (SSP) Guidance, or the CEDR Technical Support Document.

4.1. Enter Data

To access the data entry pages, follow the steps:

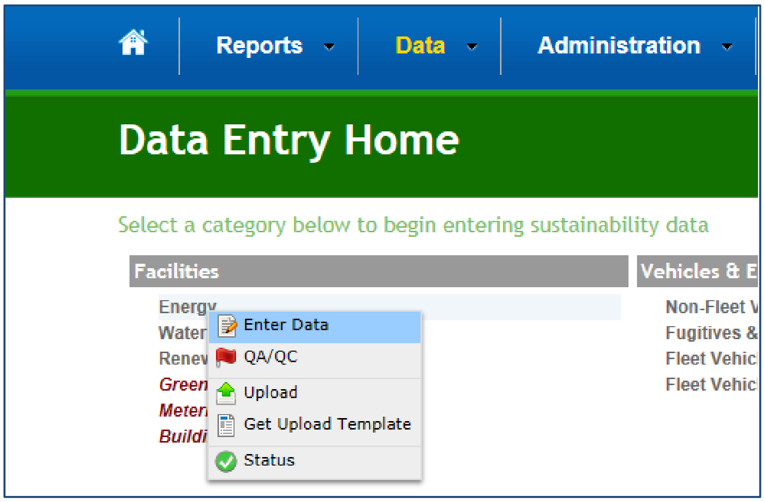
1. Click on the **Data Menu** in the top navigation bar, and choose *Enter Data*.

2. Select a site from the drop-down menu on the upper right hand side of the screen.



3. When rolling your cursor over a data category, the following options are presented:

- *Enter Data* – Enter sustainability data through the **Data Entry Module**.
- *QA/QC* – Review sustainability data to identify errors and anomalies and prepare change requests for historical data sets.
- *Upload* – Upload sustainability data through flat file upload (MS Excel file).
- *Get Upload Template* – Download template for flat file upload (MS Excel file).
- *Status* – View completion status for current year sustainability reporting.

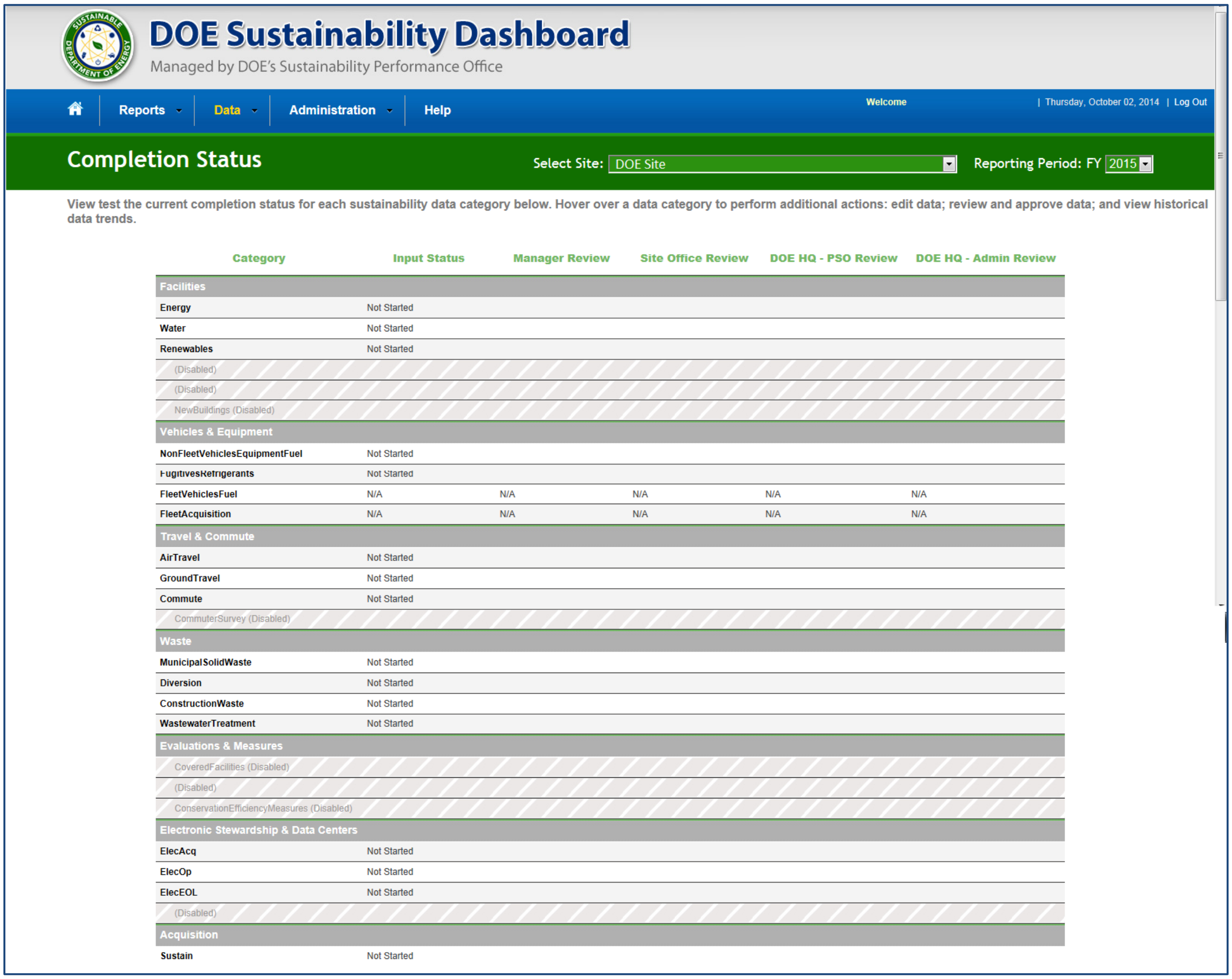


If the data category is clicked before the roll over menu appears, you will be directed to the Data Entry Module.

4.2. Completion Status

The **Completion Status** page allows users to view the current completion status for each sustainability data category. There are two ways to navigate to the **Completion Status** page: 1) from the **Data Menu**, choose *Completion Status*, and 2) from the **Data Entry Home** page, hover over a data category and select *Status* from the floating menu.

On the **Completion Status** page, you must first select a “Site.” Similar to the **Data Entry Home Page**, users can click or roll over any category (e.g., Energy, Fleet Vehicles Fuel, etc.) to be directed to the **Data Entry Module** or **QA/QC Module** for that category.



Users have access to the sites assigned during the account creation process.

The status fields for the data collection and approval processes are explained below:

Role(s)	Status Field	
Site User	Not Started	Site users have not begun to enter data into the data category.
	In Progress	Site users have begun to enter data in the chosen data category, but have not submitted yet.
	Submitted	Site users have submitted data. The submission date shown.
	N/A	Status not available for certain data categories, including Fleet Vehicle Fuel and Fleet Vehicle Inventory, as data is automatically pulled from another system.
Site Manager, Site Office, HQ Program, and SPO	In Progress	Reviewers have received notifications that the data is ready for review. Reviewers are in the process of reviewing for approval or rejection.
	Approved	Reviewers have approved the data set. The approval date is shown.
	Rejected	Reviewers have rejected the data set. The rejection date is shown.
	N/A	Status not available for certain data categories, including Fleet Vehicle Fuel and Fleet Vehicle Inventory, as data is automatically pulled from another system.

Chapter 5: Data Entry Module

5. Data Entry Module

For each data category in the **Data Entry Module**, users enter data through a series of entry fields and drop-down menus. As current year data is saved to the Dashboard, a review table is generated on the right hand panel to confirm successful data entry. This process is repeated for all subcategories of data. When data entry is complete, Site Users submit complete data sets for Site Manager approval.

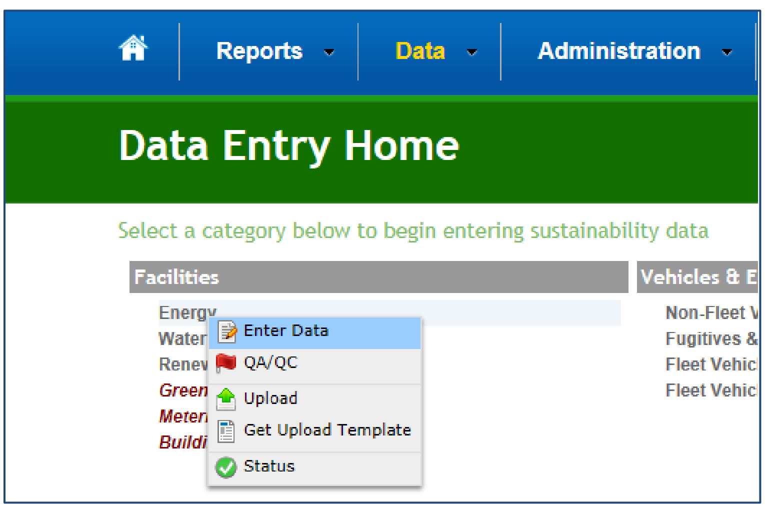
In the examples below, the Energy data category within the Facilities data set is used to demonstrate the process of data entry. While the process for the other data categories is identical in terms of major steps, the user should be aware that there are variations in the fields and menus for each category.

Note: This process applies to all data categories in the DOE Sustainability Dashboard except for Fleet Vehicle Fuel, Fleet Vehicle Inventory, and the On-Site Renewable Generation System within the Renewables data category. See *Chapter 6: Detailed Description of Data Categories* for a detailed description of the data categories.

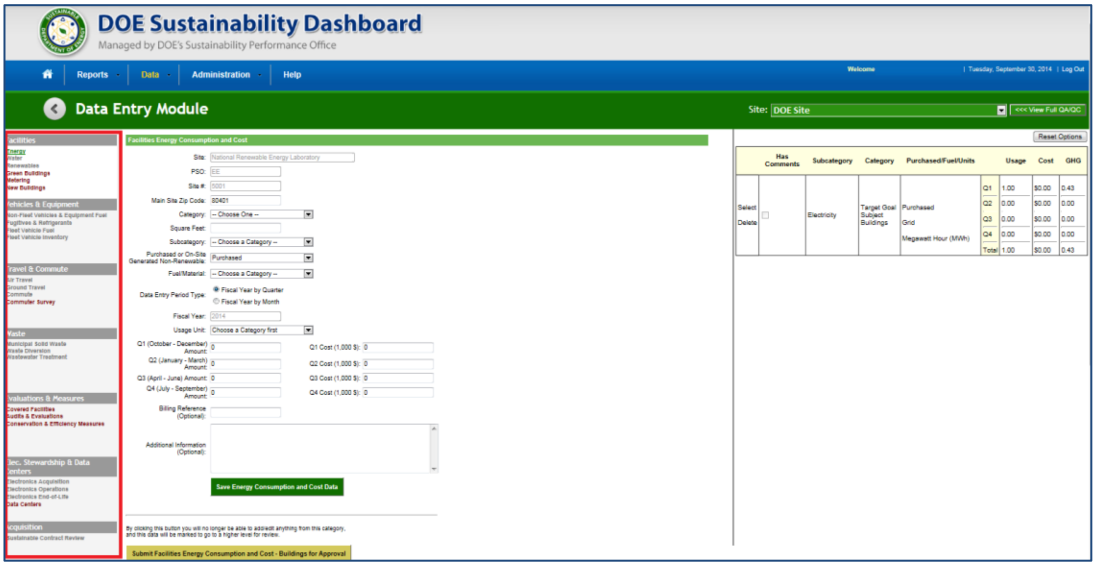
5.1. Enter Data

This section outlines the steps for entering data through the **Data Entry Module**.

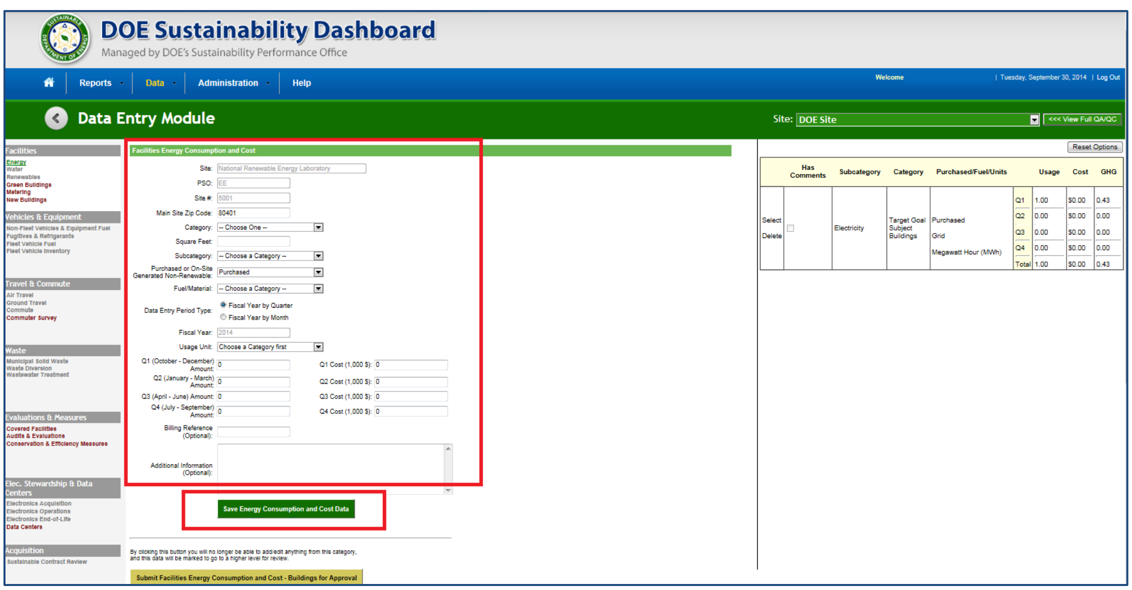
1. From the **Data Entry Home** page, roll over a data category and a side menu will appear. Choose *Enter Data*.



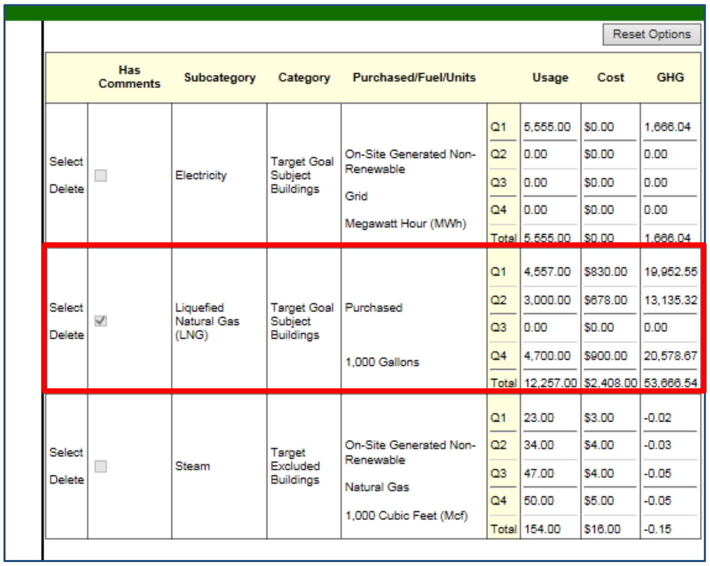
2. The **Data Entry Module** appears for the Energy data category. You may navigate between data categories using the left hand column as highlighted in red below.



3. Enter site data in the provided data entry fields. Select "Save <Data Category> Data" to save progress to the Dashboard. When data entry is complete the Site User may submit data for Site Manager approval by selecting the "Submit <Data Category> for Approval" button.



4. As data is saved to the Dashboard, a review table is generated on the on the right hand panel. The Dashboard arranges data in alphabetical order according to Subcategory. An example where the user has entered data for Liquefied Natural Gas (LNG) follows.



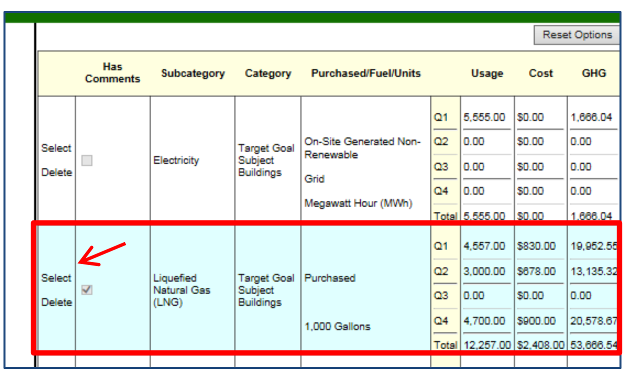
Reset Options

	Has Comments	Subcategory	Category	Purchased/Fuel/Units		Usage	Cost	GHG
Select Delete	☐	Electricity	Target Goal Subject Buildings	On-Site Generated Non-Renewable Grid Megawatt Hour (MWh)	Q1	5,555.00	$0.00	1,666.04
					Q2	0.00	$0.00	0.00
					Q3	0.00	$0.00	0.00
					Q4	0.00	$0.00	0.00
					Total	5,555.00	$0.00	1,666.04
Select Delete	☑	Liquefied Natural Gas (LNG)	Target Goal Subject Buildings	Purchased 1,000 Gallons	Q1	4,557.00	$830.00	19,952.55
					Q2	3,000.00	$678.00	13,135.32
					Q3	0.00	$0.00	0.00
					Q4	4,700.00	$900.00	20,578.67
					Total	12,257.00	$2,408.00	53,666.54
Select Delete	☐	Steam	Target Excluded Buildings	On-Site Generated Non-Renewable Natural Gas 1,000 Cubic Feet (Mcf)	Q1	23.00	$3.00	-0.02
					Q2	34.00	$4.00	-0.03
					Q3	47.00	$4.00	-0.05
					Q4	50.00	$5.00	-0.05
					Total	154.00	$16.00	-0.15

5.1.1. Revise Saved Data

After the data is saved to the Dashboard, it may be revised at any time prior to submission:

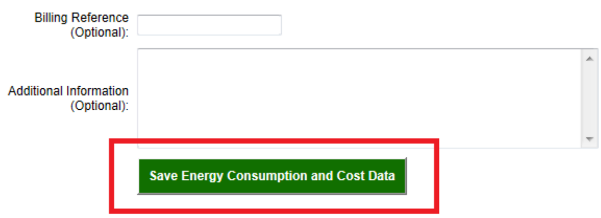
1. To revise a data point, use the *Select* option to highlight one row in the review table on the right hand panel. In the example below, the row with the “Subcategory” of *Liquefied Natural Gas* has been selected. The data for the selected row will be repopulated on the left hand panel in the **Data Entry Module**.



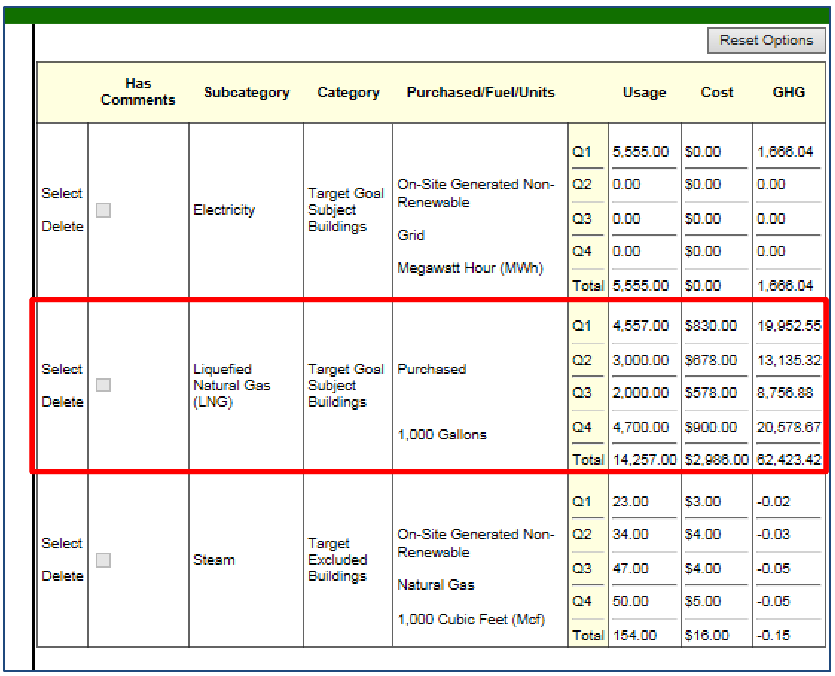
Reset Options

	Has Comments	Subcategory	Category	Purchased/Fuel/Units		Usage	Cost	GHG
Select Delete	☐	Electricity	Target Goal Subject Buildings	On-Site Generated Non-Renewable Grid Megawatt Hour (MWh)	Q1	5,555.00	$0.00	1,666.04
					Q2	0.00	$0.00	0.00
					Q3	0.00	$0.00	0.00
					Q4	0.00	$0.00	0.00
					Total	5,555.00	$0.00	1,666.04
Select Delete	☑	Liquefied Natural Gas (LNG)	Target Goal Subject Buildings	Purchased 1,000 Gallons	Q1	4,557.00	$830.00	19,952.55
					Q2	3,000.00	$678.00	13,135.32
					Q3	0.00	$0.00	0.00
					Q4	4,700.00	$900.00	20,578.67
					Total	12,257.00	$2,408.00	53,666.54

2. Data entered for LNG may now be modified through the Data Entry Module fields. Revise the data using the entry fields on the left hand panel. Click “Save” to save the changes to the data.



3. The corrected data will overwrite the previous entry and appear in the review table on the right hand panel, as shown below.

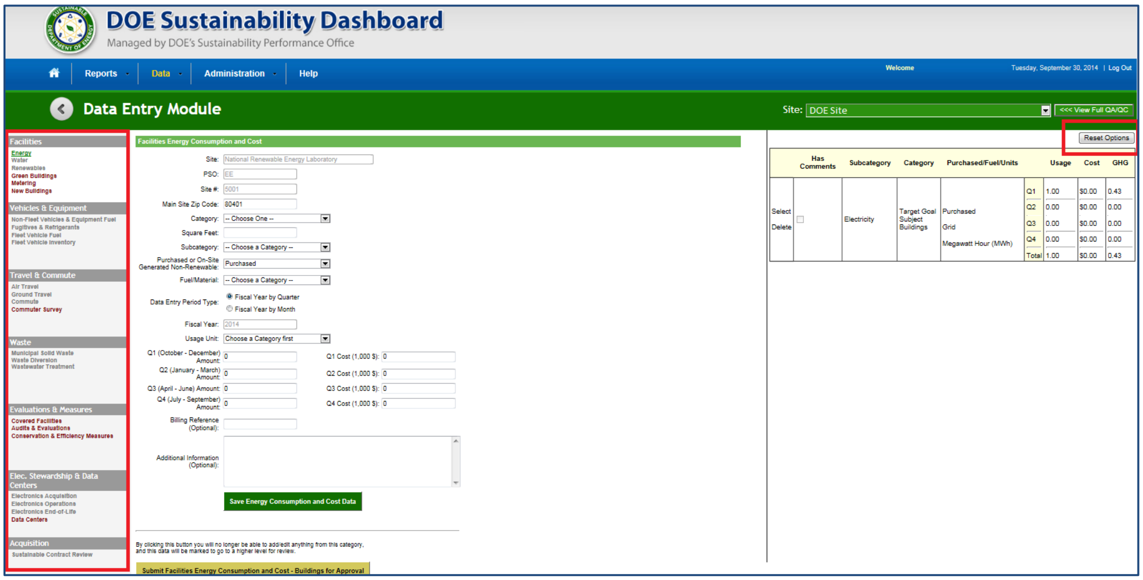


Reset Options

	Has Comments	Subcategory	Category	Purchased/Fuel/Units		Usage	Cost	GHG
Select Delete	☐	Electricity	Target Goal Subject Buildings	On-Site Generated Non-Renewable Grid Megawatt Hour (MWh)	Q1	5,555.00	$0.00	1,666.04
					Q2	0.00	$0.00	0.00
					Q3	0.00	$0.00	0.00
					Q4	0.00	$0.00	0.00
					Total	5,555.00	$0.00	1,666.04
Select Delete	☐	Liquefied Natural Gas (LNG)	Target Goal Subject Buildings	Purchased 1,000 Gallons	Q1	4,557.00	$830.00	19,952.55
					Q2	3,000.00	$678.00	13,135.32
					Q3	2,000.00	$578.00	8,756.88
					Q4	4,700.00	$900.00	20,578.67
					Total	14,257.00	$2,986.00	62,423.42
Select Delete	☐	Steam	Target Excluded Buildings	On-Site Generated Non-Renewable Natural Gas 1,000 Cubic Feet (Mcf)	Q1	23.00	$3.00	-0.02
					Q2	34.00	$4.00	-0.03
					Q3	47.00	$4.00	-0.05
					Q4	50.00	$5.00	-0.05
					Total	154.00	$16.00	-0.15

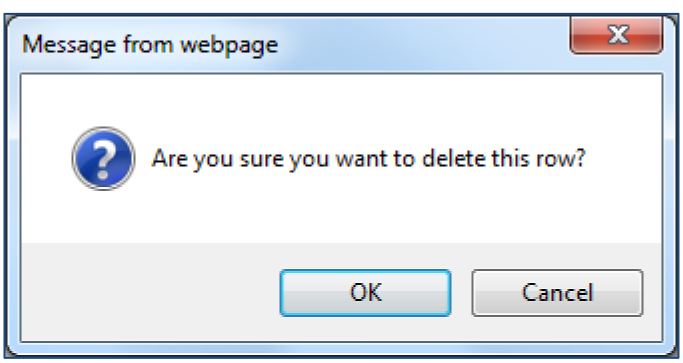
5.1.2. Reset Options Button

After entering data in the **Data Entry Module** on the left hand panel or selecting a row in the review table on the right hand panel, you may select “Reset Options” to clear the **Data Entry Module** fields. Another way to get a blank data entry form is to choose a data category on the data category navigation bar on the left hand column of the screen (highlighted in the image below). Data in the table in the review table on the right hand panel will become unselected, but will not be deleted.



5.1.3. Deleting Rows from the Right Hand Panel

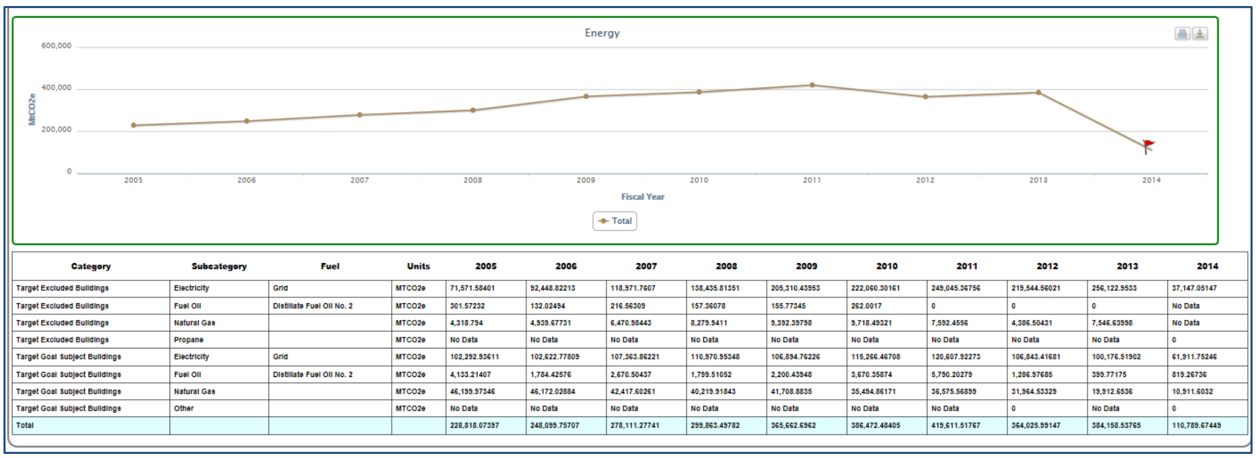
To permanently delete a single row from the Dashboard, select “Delete” for a specific row in the review table on the right hand panel. A message appears requiring confirmation of your selection.



5.1.4. View Full QA/QC

You may view the **QA/QC Module** at any time in during the data entry process. It is a good practice to review data through the **QA/QC Module** prior to submitting data for approval. From the **Data Entry Module** shown below, click on the “View Full QA/QC” button at the upper right hand corner of the screen.

The **QA/QC Module** graph includes all available historical data, which can be used for highlighting anomalies, errors, or significant variances. Refer to Section *5.2 QA/QC Module* for a full description of the QA/QC functionality.

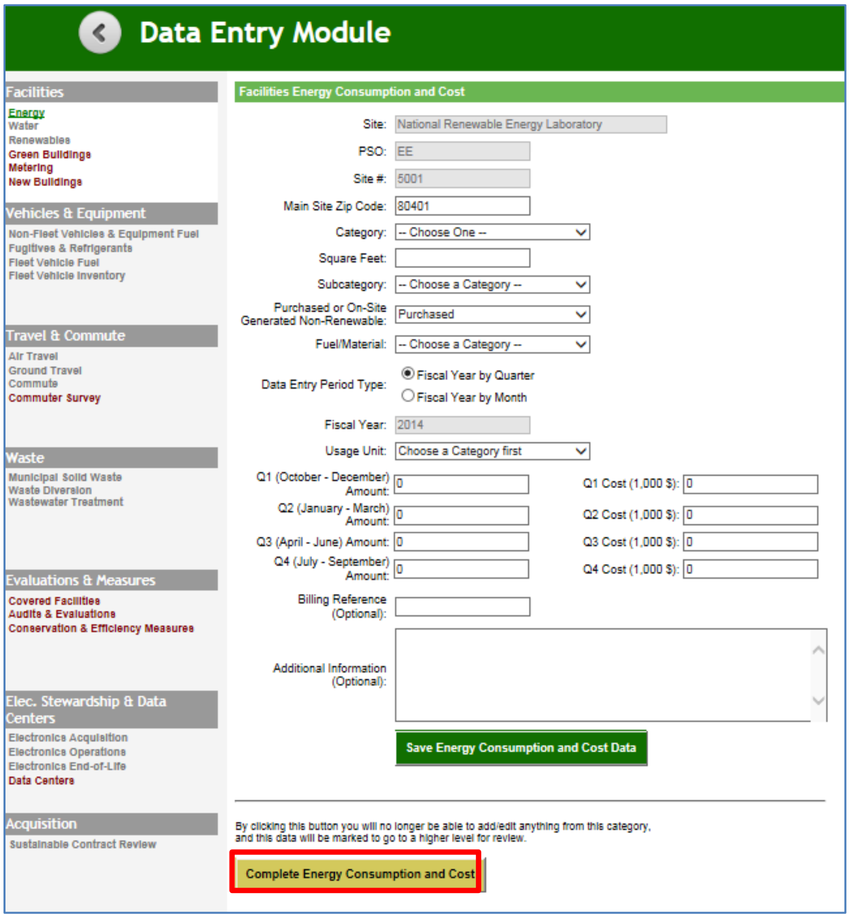


Category	Subcategory	Fuel	Units	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Target Excluded Buildings	Electricity	Grid	MTCO2e	71,571.58401	92,448.82213	118,971.7607	138,435.81351	205,310.43953	222,060.30161	249,045.36756	219,544.56021	256,122.9533	37,147.05147
Target Excluded Buildings	Fuel Oil	Distillate Fuel Oil No. 2	MTCO2e	301.57232	132.02494	216.56309	157.36078	155.77345	262.0017	0	0	0	No Data
Target Excluded Buildings	Natural Gas		MTCO2e	4,318.794	4,939.67731	6,470.98443	8,279.9411	9,392.39798	9,718.49321	7,592.4556	4,386.50431	7,546.63998	No Data
Target Excluded Buildings	Propane		MTCO2e	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	0
Target Goal Subject Buildings	Electricity	Grid	MTCO2e	102,292.93611	102,622.77809	107,363.86221	110,970.95348	106,894.76226	115,266.46708	120,607.92273	106,843.41681	100,176.51902	61,911.75246
Target Goal Subject Buildings	Fuel Oil	Distillate Fuel Oil No. 2	MTCO2e	4,133.21407	1,784.42576	2,670.50437	1,799.51052	2,200.43948	3,670.35874	5,790.20279	1,286.97685	399.77175	819.26736
Target Goal Subject Buildings	Natural Gas		MTCO2e	46,199.97346	46,172.02884	42,417.60261	40,219.91843	41,708.8835	35,494.86171	36,575.56899	31,964.53329	19,912.6536	10,911.6032
Target Goal Subject Buildings	Other		MTCO2e	No Data	No Data	No Data	No Data	No Data	No Data	No Data	0	No Data	0
Total				228,818.07397	248,099.75707	278,111.27741	299,863.49782	365,662.6962	386,472.48405	419,611.51767	364,025.99147	384,158.53765	110,789.67449

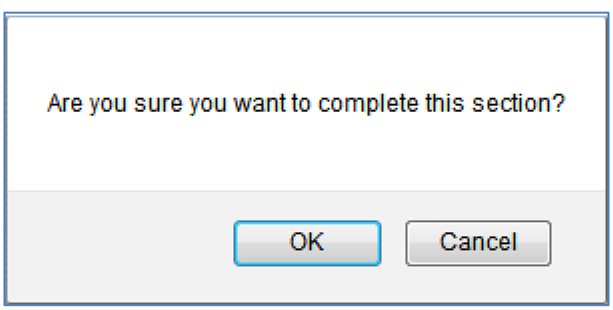
To remove the **QA/QC Module** and show the **Data Entry Module**, click on “Hide QA/QC.” You can toggle between “View QA/QC” and “Hide QA/QC.”

5.1.5. Complete <Data Category> Button

After current year data is entered, Site Users may click “Complete <Data Category>” at the bottom of the screen to send data sets for Site Manager approval.



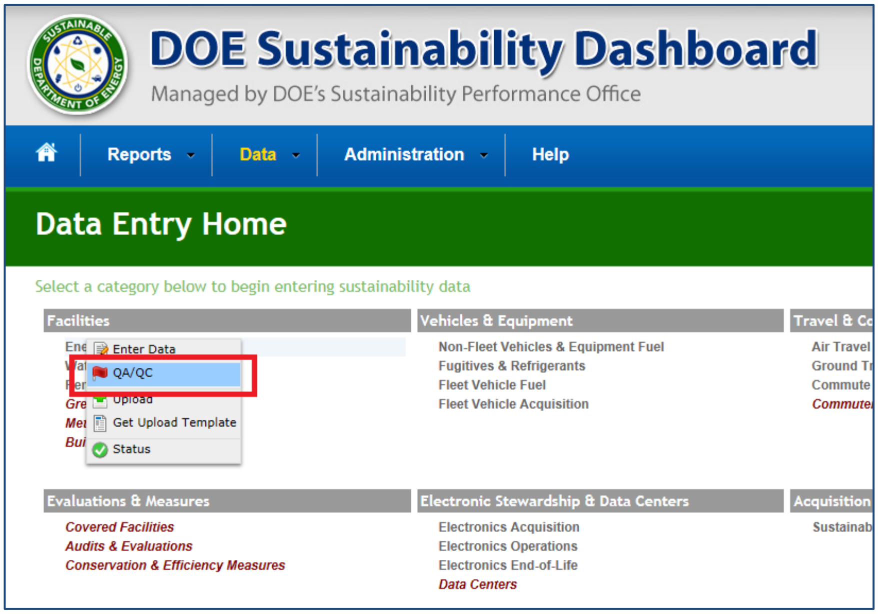
After selecting “Complete <Data Category>”, a confirmation message is presented (see below).



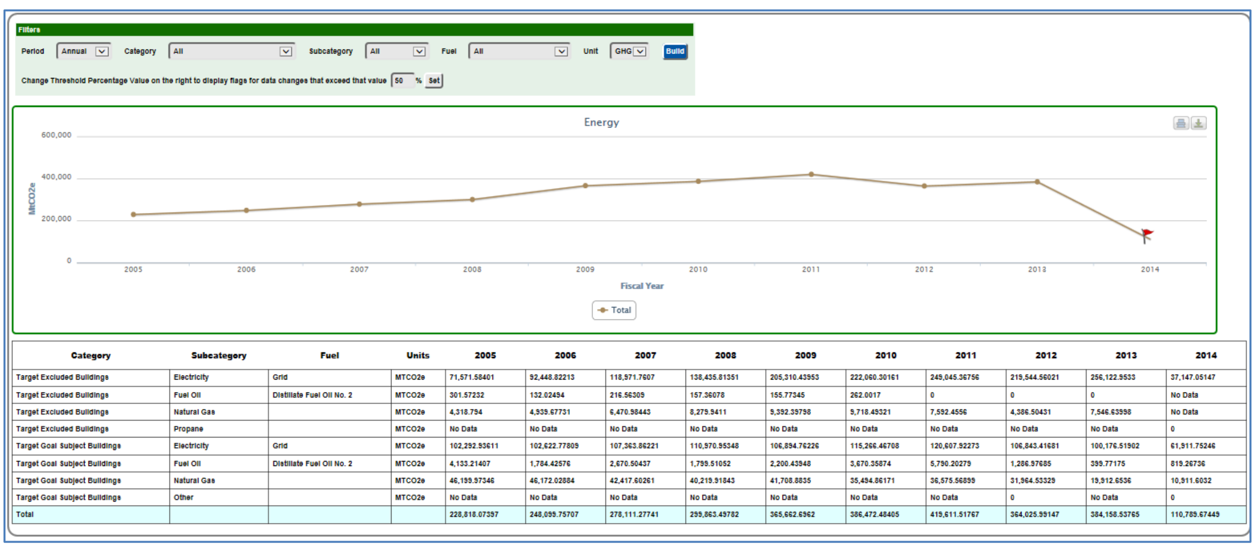
Note that by clicking *OK* you will no longer be able to add/edit anything from this data category. A pop-up message will appear stating that if the user wishes to edit the data they should contact their manager. Once the user’s manager rejects the dataset, the user may edit the data in the Dashboard.

5.2. QA/QC Module

To utilize the **QA/QC Module** for a specific reporting category, navigate to the **Data Entry Home Page**, and hover over the desired category with the cursor until the menu appears (see image below). Once available, select the *QA/QC* option from the side menu and you will be directed to the **QA/QC Module** for that category. As an example, the navigation process to the **QA/QC Module** for Energy is shown in the image below.



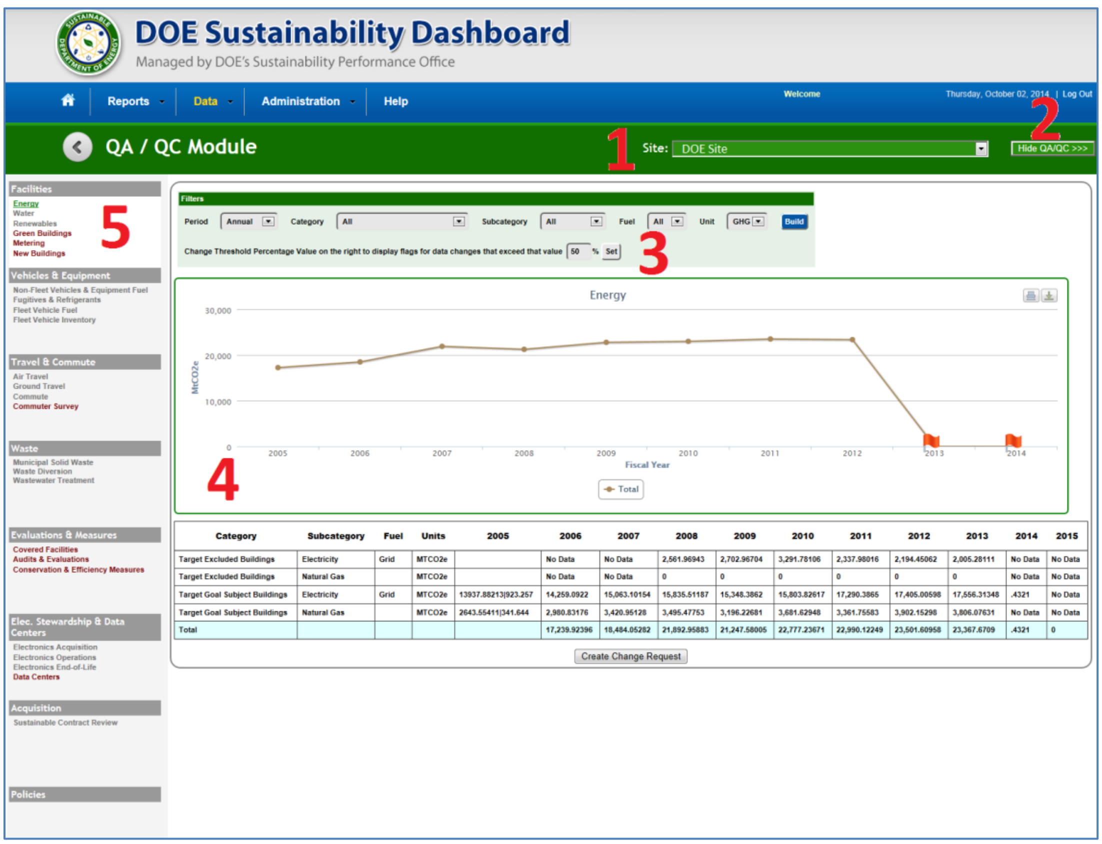
Once the *QA/QC* option is selected, the site will load the appropriate **QA/QC Module**. For example, an Energy QA/QC Module is shown below.



Category	Subcategory	Fuel	Units	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Target Excluded Buildings	Electricity	Grid	MTCO2e	71,571.58401	92,448.82213	118,971.7607	138,435.81351	205,310.43953	222,060.30161	249,045.36756	219,544.56021	256,122.9533	37,147.05147
Target Excluded Buildings	Fuel Oil	Distillate Fuel Oil No. 2	MTCO2e	301.57232	132.02494	216.56309	157.36078	155.77345	262.0017	0	0	0	No Data
Target Excluded Buildings	Natural Gas		MTCO2e	4,318.794	4,939.67731	6,470.98443	8,279.9411	9,392.39798	9,718.49321	7,592.4556	4,386.50431	7,546.63998	No Data
Target Excluded Buildings	Propane		MTCO2e	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	0
Target Goal Subject Buildings	Electricity	Grid	MTCO2e	102,292.93611	102,622.77809	107,363.86221	110,970.95348	106,894.76226	115,266.46708	120,607.92273	106,843.41681	100,176.51902	61,911.75246
Target Goal Subject Buildings	Fuel Oil	Distillate Fuel Oil No. 2	MTCO2e	4,133.21407	1,784.42576	2,670.50437	1,799.51052	2,200.43948	3,670.35874	5,790.20279	1,286.97685	399.77175	819.26736
Target Goal Subject Buildings	Natural Gas		MTCO2e	46,199.97346	46,172.02884	42,417.60261	40,219.91843	41,708.8835	35,494.86171	36,575.56899	31,964.53329	19,912.6536	10,911.6032
Target Goal Subject Buildings	Other		MTCO2e	No Data	No Data	No Data	No Data	No Data	No Data	No Data	0	No Data	0
Total				228,818.07397	248,099.75707	278,111.27741	299,863.49782	365,662.6962	386,472.48405	419,611.51767	364,025.99147	384,158.53765	110,789.67449

The five major parts of the **QA/QC Module** are summarized as follows:

1. Site Selection Drop-Down Menu: This field provides a drop-down menu for selecting a site. The available options on this menu are directly related to the site access privileges you have been granted. There may be a single site, or several depending on your credentials.
2. Hide QA/QC Button: This button toggles between the **QA/QC Module** and the associated **Data Entry Module** for that same category. Clicking this button on the **QA/QC Module** for Energy will take the user to the **Data Entry Home** page, which will have a similar button in the same location that allows the user to switch back to the **QA/QC Module**.
3. Filters: This area contains a series of drop-down menus that allows the user to refine the data being displayed in the area below it. Further explanation of the different filters is provided later in this chapter.
4. Graphical Display Area and Associated Data Table: As defined by the selection of the filters above, a graph appears and the associated data table.
5. Data Categories: Along the left-hand column of the screen is a list of all data categories. This menu allows the user to navigate between data categories.

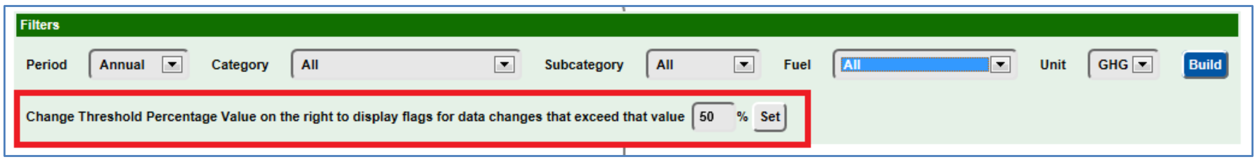


Note: Some “Units” filters will give the user the option to display data in *Native Units. Native Units* are the unconverted raw numbers inputted by the site. Data may only be viewed as native units for some data categories.

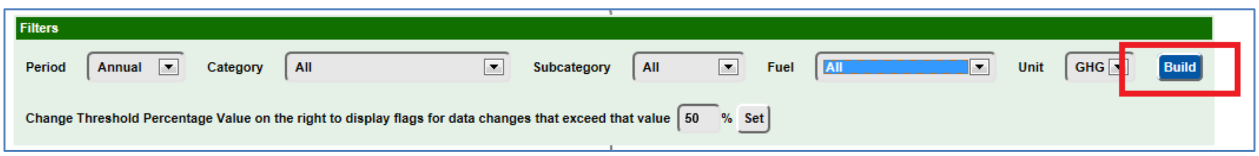
5.2.1. Filters

The following tables will explain the filters that are present on the **QA/QC Module** for each data category. The choices made when selecting filters will have downstream effects on subsequent filters in terms of what options are available. Based on the data the site has entered and the filters you have chosen, there will be slight variations in filter options.

The system automatically sets flags year-over-year based on user defined percentage points. The user may control the flags that are placed by setting the threshold value in the field shown below. The default value for the field is 10 percentage points. Flags may be set by adjusting the field beneath the filters shown below:



When you have completed setting the filters to your desired configuration, click the "Build" button at the end of the filter row (highlighted below). This will cause the **QA/QC Module** to calculate the data set that meets the requirements established by the filters and present a graph in the display area.



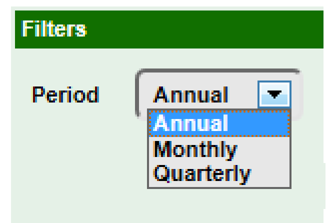
QA/QC modules which display disparate data may not have an immediate option to display the data the native units. This occurs on pages which have potentially conflicting unit types. For example, the Energy QA/QC Module displays multiple data units (e.g. electricity in MWh and fuel oil in 1,000 gallons). As such, the **QA/QC Module** does not present an option to select native units until a "Subcategory" has been chosen.

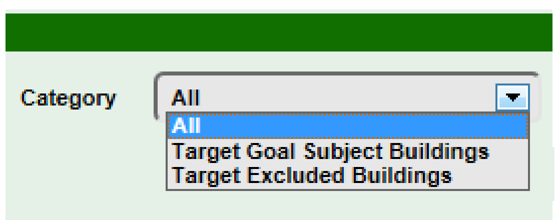
Drop down options in each filter are based on the data your site has entered, so the examples may not display what every user will see depending on their data entry.

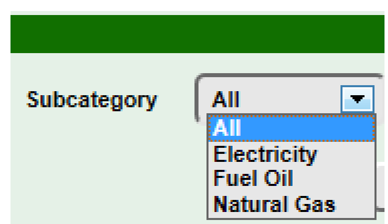
5.2.1.1. Energy Data Filters

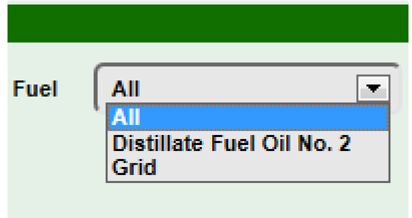
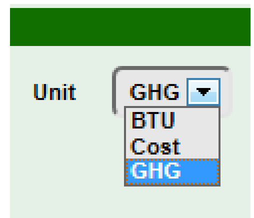
The Energy QA/QC Module contains some filter options which are not available until certain filter combinations have been selected. An option to show the native units that the data was entered in is not available unless the user chooses a “Subcategory” in the filter. This occurs because usage units are not consistent across subcategories, so they cannot be graphed together (e.g. electricity in MWh and fuel oil in 1,000 gallons).

<table>
<tr><td>Period</td><td>This filter enables the user to screen the results displayed in the chart area by period type. Using the drop-down menu provided, the user can select the following options: Annual, Monthly, or Quarterly data reporting (see image to the right). When an option is selected, the graph will display results using the period breakdown selected.

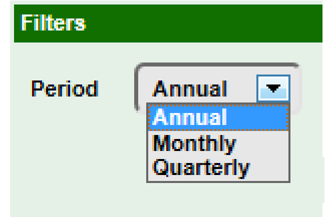
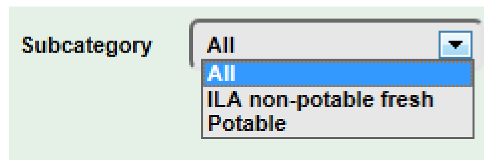
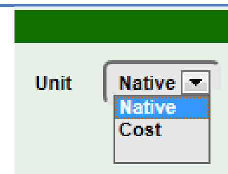

</td></tr>
<tr><td>Category</td><td>This filter allows the user to refine the information displayed by the category in which the buildings’ energy use was reported. The drop-down menu provides three options: All, Target Goal Subject Buildings, and Target Excluded Buildings. The default position for this filter is All (see image below).


</td></tr>
<tr><td>Subcategory</td><td>This filter enables the user to further refine the display by selecting a specific subcategory of the primary categories listed in the previous filter. An example of the “Subcategory” filter is shown in the image to the right. In the example shown, the user can filter the data shown to only the Electricity, Fuel Oil, or Natural Gas usage. Options available in this drop down will vary depending on the data entered by the site. Similar to the other filters, the All option is default.

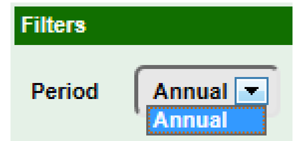
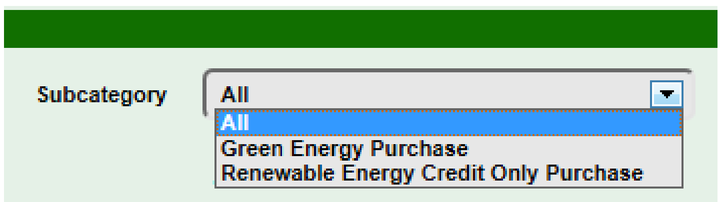
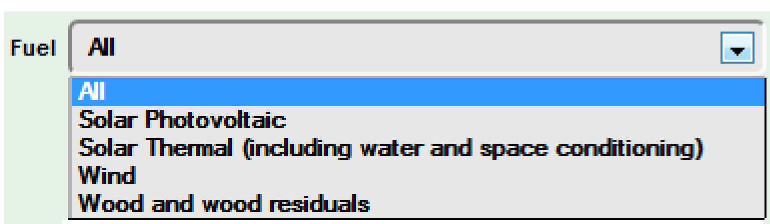
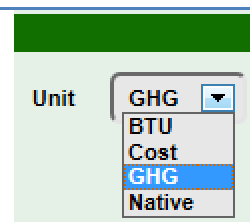

</td></tr>
</table>

Fuel	The options presented in the “Fuel” filter are directly related to the choice the user made in the “Subcategory” filter. In the example shown to the right, the Subcategory option selected was *All*, so this provides the user three options: *All, Distillate Fuel Oil No. 2*, and *Grid*. Not every data entry has an associated “Fuel” type, as they are fully defined by the “Subcategory” (e.g. *Natural Gas*). If, for example, the *Electricity* option was chosen in the “Subcategory” filter, then the options will be restricted to *All* or *Grid*. Again, these menu options will vary depending on your site. 
Unit	This filter selects the type of units displayed. Similar to the “Fuel” filter, the “Unit” filter will have a drop-down menu containing options specifically related to the preceding filters selected. If *All* is selected for both the “Subcategory” and “Fuel” filters, then the options for this filter are show to the right. If a “Subcategory” is chosen, then an additional *Native* option will be available in this drop down. 

5.2.1.2. Water Data Filters

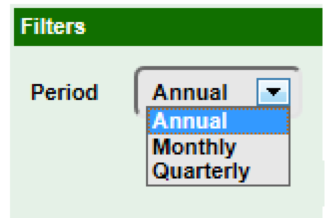
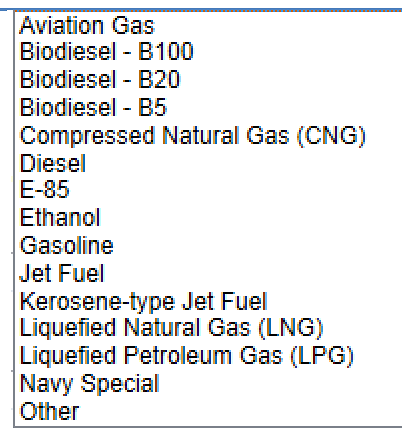
Period	This filter enables the user to screen the results displayed in the chart area by period type. Using the drop-down menu provided, the user can select from the following options: *Annual, Monthly*, or *Quarterly* data reporting (see image to the right). When an option is selected, the graph will display results using the period breakdown selected. 
Subcategory	This filter enables the user to further refine the graph by selecting a specific subcategory of the primary categories listed in the previous filter. An example of the “Subcategory” filter is shown in the image to the right. From this drop-down menu the user may select any one of three options: All, *ILA non-potable fresh, or Potable*. 
Unit	This filter selects the type of units displayed. In the image shown to the right, the options available include *Native* and *Cost*. 

5.2.1.3. Renewables Data Filters

<table>
<tr><td>Period</td><td>This filter enables the user to screen the results displayed in the chart area by period type. However, for this particular data category the user may only select Annual (see image to the right).

</td></tr>
<tr><td>Subcategory</td><td>This filter enables the user to further refine the display by selecting a specific subcategory based on the primary categories listed in the previous filter. An example of the “Subcategory” filter is shown in the image below. As mentioned with other filters, the options available in the drop-down menu will vary from site to site. In addition to or in place of the two options shown below, some users may also be presented with On-Site Renewable Generation System. These options are dependent on the type of data that has been entered into the Dashboard by your site.

</td></tr>
<tr><td>Fuel</td><td>This filter selects the type of Renewable energy fuel. The options will vary based on the systems at your site. An example of one such menu is shown below. Selecting an individual fuel type will filter data for that type only, while using All will show data for all the fuels combined.

</td></tr>
<tr><td>Unit</td><td>This filter selects the type of units to be displayed. An example of one such menu is shown to the right.

</td></tr>
</table>

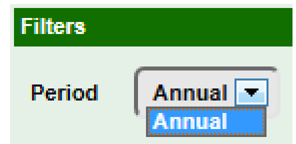
5.2.1.4. Fleet Vehicles & Equipment Data Filters

The Non-Fleet Vehicles & Equipment **QA/QC Module** contains filter options which are not available until certain filter combinations have been made. An option to show native units is not available until a fuel type is selected. This occurs because usage units are not consistent across all Fuels, so they cannot be graphed together (e.g. diesel in 1,000 gallons and CNG in MMBtu).

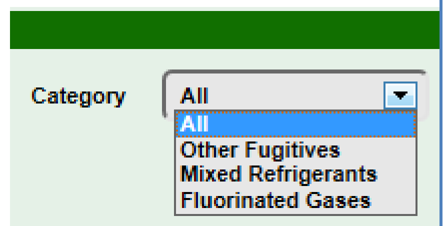
Period	This filter enables the user to screen the results displayed in the chart area by period type. Using the drop-down menu provided, the user can select from the following options: *Annual, Monthly,* or *Quarterly* data reporting (see image to the right). When an option is selected, the graph will display results using the period breakdown selected. 
Subcategory	This filter enables the user to further refine the display by selecting a specific subcategory of the primary categories listed in the previous filter. The options available on the drop-down menu will vary depending on your site's recorded data. Options might include *Aviation, Generator, Landscaping Equipment,* or *Other*.
Fuel	This filter enables the user to select the type of fuel to which they would like to refine the display results. The available options on the drop-down menu for this filter will vary from site to site, but they are generally limited to the options displayed in the image to the right. 
Unit	This filter selects the type of unit to be displayed. The options available in the drop-down menu are based on the input units used during site reporting. There is also an option to display greenhouse gas (GHG) emissions, which are calculated by the Dashboard. Users may not see the option to show the *Native* unit unless a "Fuel" type has been selected.

5.2.1.5. Fugitives & Refrigerants Data Filters

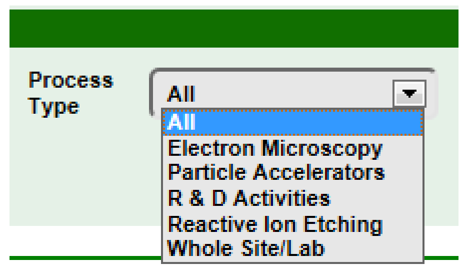
<table>
<tr>
<td>Period</td>
<td>This filter enables the user to screen the results displayed in the chart area by period type. However, for this particular data category the user can only select Annual (see image to the right), as annual reporting is the only option for data entry.



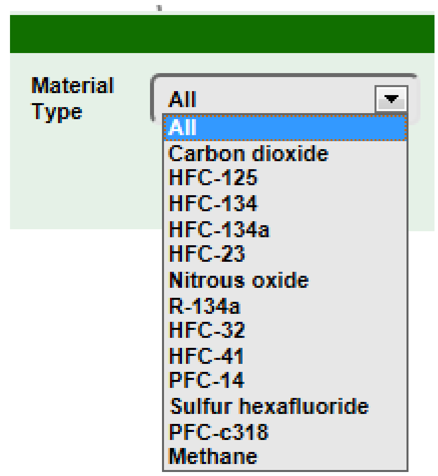
</td>
</tr>
<tr>
<td>Category</td>
<td>Data entry for Fugitives & Refrigerants is broken down into three major Categories: Other Fugitives, Mixed Refrigerants, and Fluorinated Gases. Choosing a Category will cause subsequent filter menus to adjust accordingly, only presenting the user with applicable options as you move down the row of filters.



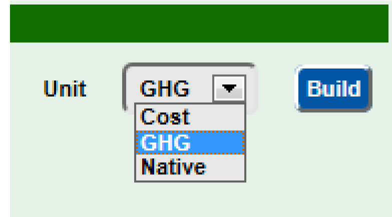
</td>
</tr>
<tr>
<td>Process Type</td>
<td>This filter refines the results displayed to the specific process type that the Fugitives & Refrigerants were applied. The options available for Process Type will be based on the user’s selection in the previous “Category” filter. An example of what might be available is shown in the image to the right.



</td>
</tr>
<tr>
<td>Material Type</td>
<td>This filter refines the data displayed down to the specific refrigerant or fugitive material used by the site. Only those materials previously reported by the site are presented in the drop-down menu. An example of what this filter may look like is shown in the image to the right.

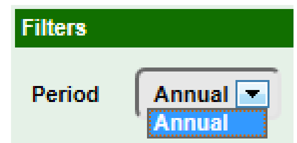
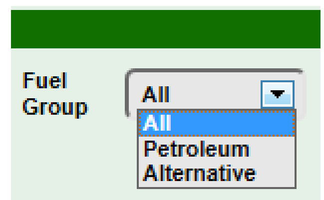
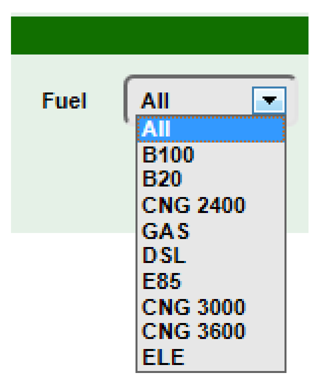


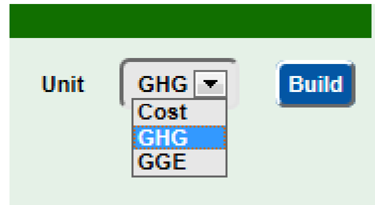
</td>
</tr>
</table>

Unit	This filter selects the type of unit to be displayed. *GHG* emissions are calculated by the Dashboard based on the data reported by the sites. *Cost* data may also be viewed.	

5.2.1.6. Fleet Vehicle Fuel Data Filters

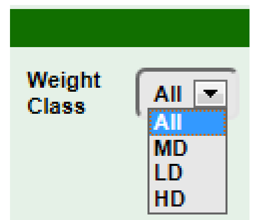
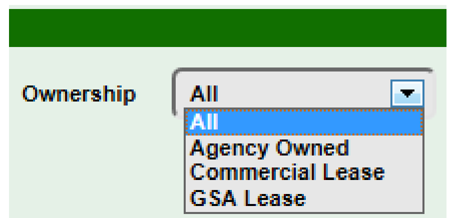
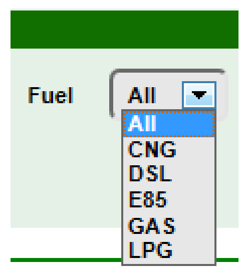
Fleet Vehicle Fuel contains filter options that are not available until certain filter combinations have been made. An option to show the native units is not available until the user selects data combinations that are in the same base units. This occurs because usage units are not consistent across all Fuels, so they cannot be graphed together (e.g. diesel in gallons and CNG in hundred cubic feet).

Period	This filter enables the user to screen the results displayed in the chart area by period type. However, for this particular data category the user can only select *Annual* (see image to the right). This is the only option presented due to how information is collected in the Federal Automotive Statistical Tool (FAST), so there can be no further breakdown of data into smaller time periods. 
Fuel Group	The Fleet Vehicle data shown in the display can be broken down into different fuel groups that show your sites' usage of each variety. Petroleum-based fuels are standard fossil fuels, whereas alternative fuels are those such as CNG and electricity. This filter separates alternative fuels from petroleum fuels so that use trends can be more easily seen. 
Vehicle Exemption	This filter selects fuel used by vehicles that are exempted from fuel goals, and is based on the FAST vehicle exemption category. LE is for Law Enforcement vehicles and E/ER is for Emergency/Emergency Response vehicles.
Fuel	This filter selects the type of fuel displayed. The available options on the drop-down menu for this filter will vary from site to site, and an example of what you might be presented with is shown to the right. The types of fuels listed in this menu will be those that were reported by your site previously in FAST. Furthermore, the options present in the list will vary depending on the options selected in previous filter menus. 

Unit	This filter select the type of units displayed. Data can be displayed in GHG emissions (calculated by the Dashboard), by fuel consumption in gasoline gallons equivalent (GGE), or by cost in dollars. A *Native* unit type will be available in this list if previous filters have narrowed the data types to the point where they all contain the same units (e.g. diesel, E85, and gasoline would all display in gallons, but native would not be available for gasoline and CNG together since the units are different). 

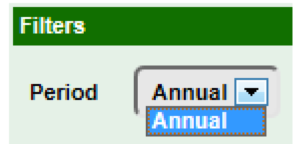
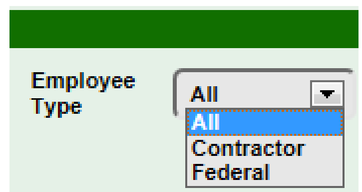
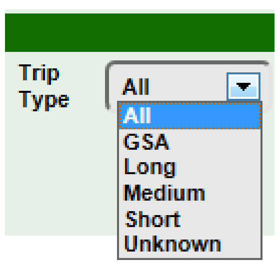
5.2.1.7. Fleet Vehicle Inventory Filters

<table>
<tr><td>Period</td><td>This filter enables the user to screen the results displayed in the chart area by period type. However, for this particular data category the user can only select Annual (see image to the right). This is the only option presented due to how information is collected in FAST, so there can be no further breakdown of data into smaller time periods.

</td></tr>
<tr><td>Weight Class</td><td>This filter refines the results shown in the graph display area to those vehicles within a specific weight class. Options presented in the drop-down menu will be Light-Duty (LD), Medium Duty (MD), Heavy Duty (HD), or All.

</td></tr>
<tr><td>Ownership</td><td>This filter allows for refinement by ownership type. Options available on the drop-down menu for this filter will include All, Agency Owned if the vehicle is owned by DOE, Commercial Lease if it is leased by DOE, or GSA Lease if the vehicle is leased through GSA.

</td></tr>
<tr><td>Fuel</td><td>This filter enables the user to select the type of fuel that the site's vehicle fleet has used. The available options on the drop-down menu for this filter will vary from site to site, depending on reported usage. An example of what you might be presented with is shown to the right.

</td></tr>
<tr><td>Unit</td><td>The user can use this filter to select the type of units in which they would like to see the data displayed. In this case, only Native is an option, as all vehicles are displayed by the total number in the inventory.</td></tr>
</table>

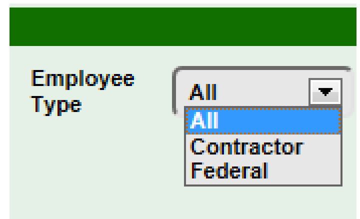
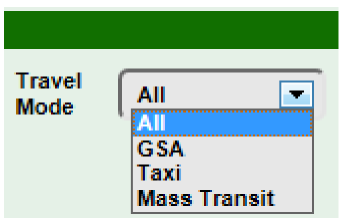
5.2.1.8. Air Travel Filters

The Air Travel QA/QC Module contains filter options that are not available until certain filter combinations have been made. An option to show the native units that the data was entered in is not available until the user selects a “Miles” drop down. This occurs because usage units are not consistent between GSA Federal travel entered in pounds of CO2 and other categories that are entered in miles.

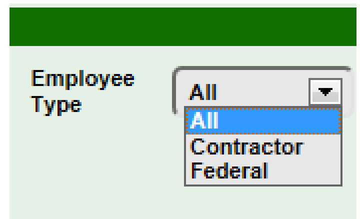
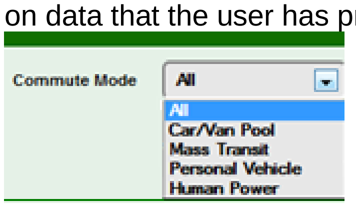
<table>
<tr><td>Period</td><td>This filter enables the user to screen the results displayed in the chart area by period type. However, for this particular data category the user can only select Annual (see image to the right). This was the only option presented to the user for data entry, so there can be no further breakdown of data into smaller time periods.

</td></tr>
<tr><td>Employee Type</td><td>This filter allows the user to refine data based on the classification of personnel who traveled. The only options that may appear on this list are Federal, Contractor, or All (for both Federal & Contractor data combined). ‘

</td></tr>
<tr><td>Trip Type</td><td>While all data is measured in miles, this filter allows the user to sort data by trip classification.


<table>
<tr><td>Short</td><td>Total Short Haul (all trips <300 miles) usage measured in miles.</td></tr>
<tr><td>Medium</td><td>Total Medium Haul (all trips between 300 and 700 miles) usage measured in miles.</td></tr>
<tr><td>Long</td><td>Total Long Haul (all trips >700 miles) usage measured in miles.</td></tr>
<tr><td>Unknown</td><td>Total mileage of trips with unknown classification.</td></tr>
<tr><td>GSA</td><td>Federal trips recorded from a GSA travel system. Usage measured in pounds CO_2.</td></tr>
</table></td></tr>
<tr><td>Unit</td><td>This filter selects the type of units to be displayed. This data category default is GHG emissions. The option to display total miles traveled is available if the user selects an option other than GSA from the “Trip Type” filter.</td></tr>
</table>

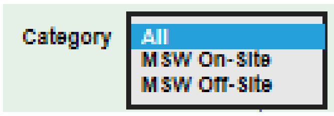
5.2.1.9. Ground Travel Filters

Period	This filter enables the user to screen the results displayed in the chart area by period type. However, for this particular data category the user can only select *Annual* (see image to the right). This was the only option presented to the user for data entry, so there can be no further breakdown of data into smaller time periods. 
Employee Type	This filter allows the user to refine data based on the classification of personnel who traveled. The only options that may appear on this list are *Federal*, *Contractor* or *All* (for both Federal & Contractor data combined). 
Travel Mode	The “Travel Mode” filter enables the user to select the type of ground travel data they would like to see, based on the classification of the trip. The options available are based on the data that the user has previously entered. 
Unit	The user can use this filter to select the type of units in which they would like to see the data displayed. For Ground Travel, data can be filtered by *GHG Emissions* or *Total Miles*.

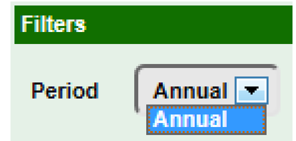
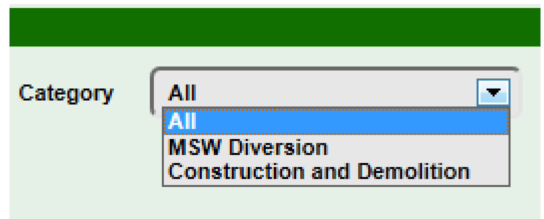
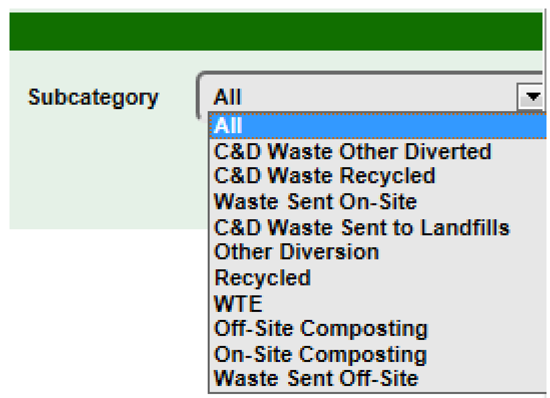
5.2.1.10. Commute Data Filters

Period	This filter enables the user to screen the results displayed in the chart area by period type. However, for this particular data category the user can only select *Annual* (see image to the right). This was the only option presented to the user for data entry, so there can be no further breakdown of data into smaller time periods. 
Employee Type	This filter allows the user to refine data based on the employee type. The only options available are *Federal, Contractor* or *All* (for both Federal & Contractor data combined). 
Commute Mode	This filter allows the user to refine the data display to show information related to specific modes of commute. To see trends in car/van-pool use, personal vehicle use, or mass transit use, select each filter to see individual data sets. To see all these modes together, select *All*. The options available are based on data that the user has previously entered. 
Unit	The user can use this filter to select the type of units (*GHG* or *Miles*) in which they would like to see the data displayed.

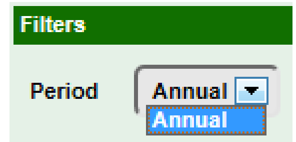
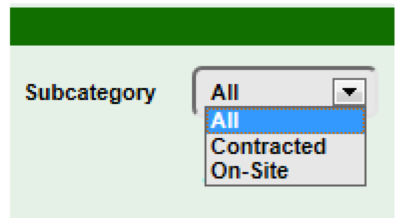
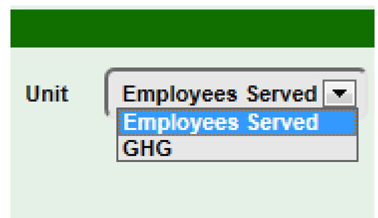
5.2.1.11. Municipal Solid Waste Data Filters

Category	There are two categories: *MSW On-Site (Facilities)* or *Off Site (Contracted Facilities)*. Using this filter allows the user to see data specific to either category or both. 
Name	This filter contains a drop-down menu comprised of the names of MSW landfills previously reported by the site. This enables the user to create graphs of the data for each specific MSW landfill. Additionally, the *All* option is available for site-wide data to be displayed for all facilities (assuming the site has utilized multiple MSW landfills).
Unit	The user can use this filter to select the type of units (*GHG* or *Native*) in which they would like to see the data displayed.

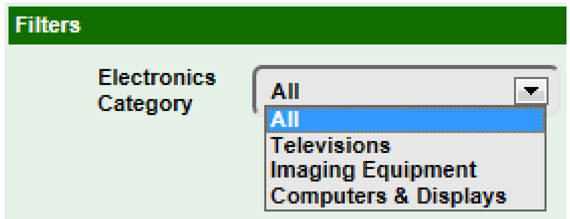
5.2.1.12. Waste Diversion Data Filters

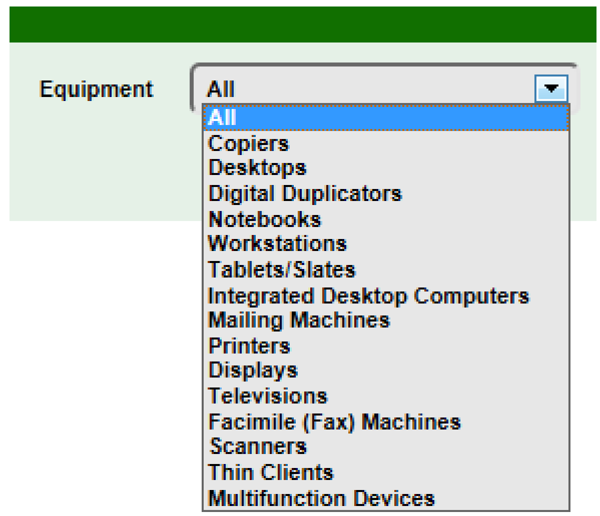
Period	This filter enables the user to screen the results displayed in the chart area by period type. However, for this particular data category the user can only select *Annual* (see image to the right). This was the only option presented to the user for data entry, so there can be no further breakdown of data into smaller time periods. 
Category	Two categories are available for selection: *Municipal Solid Waste* and *Construction and Demolition*. The availability of each option depends on the reporting history of your site. If *Construction and Demolition* data has never been reported, data will be unavailable and this option will not be present in the menu. Additionally, *All* is available for users should they wish to see both categories' data simultaneously. 
Subcategory	This filter allows the user to restrict the data displayed to a specific process of waste diversion. This enables sites to see trends in recycled waste diversion, on-site or off-site composting, etc. The drop-down menu provided will contain all the processes every reported by the site. 
Unit	The user can use this filter to select the type of units in which they would like to see the data displayed. For this data category, the only available option is *Native*, meaning that the units that the site reported the data in will be used as the default units in the display. 

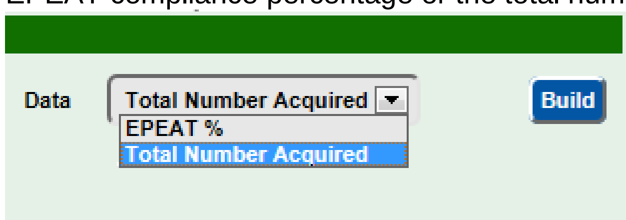
5.2.1.13. Wastewater Treatment Data Filters

<table>
<tr><td>Period</td><td>This filter enables the user to screen the results displayed in the chart area by period type. However, for this particular data category the user can only select Annual (see image to the right). This was the only option presented to the user for data entry, so there can be no further breakdown of data into smaller time periods.</td><td>
</td></tr>
<tr><td>Subcategory</td><td>The drop-down menu for this filter has three options: On-Site, Contracted and All. This allows the user to refine the display to show data for on-site WWT, off-site WWT, or both simultaneously.</td><td>
</td></tr>
<tr><td>Unit</td><td>This filter selects the type of units to be displayed. The options available from the drop-down menu include GHG (emissions as calculated by the Dashboard), and Employees Served. The Employees Served option allows users to see trends in personnel use of WWT facilities over time.</td><td>
</td></tr>
</table>

5.2.1.14. Electronics Acquisition Data Filters

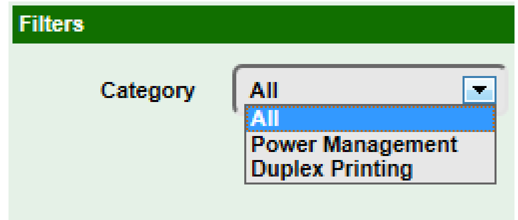
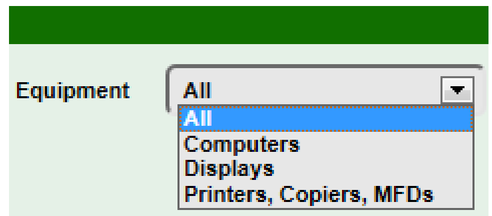
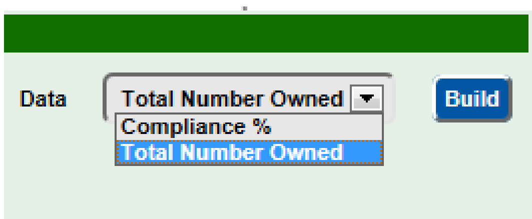
<table>
<tr>
<td>Electronics Category</td>
<td>Electronics Acquisition data can be initially filtered by the three over-arching EPEAT electronics categories: Televisions, Imaging Equipment, and Computers & Displays. The All option is also present to see all three categories simultaneously.


</td>
</tr>
<tr>
<td>Equipment</td>
<td>Data can be further filtered by specific EPEAT equipment types. The “Equipment” filter drop-down menu will have options based on the “Electronics Category” selected in the previous filter. For example, the image on the right shows what would be available if you selected All. However, if you select Televisions in the “Electronics Category,” then the only option available under the “Equipment” filter would be Televisions.


</td>
</tr>
<tr>
<td>Data</td>
<td>This filter allows the information in the display area to be refined by either the EPEAT compliance percentage or the total number of the equipment acquired.


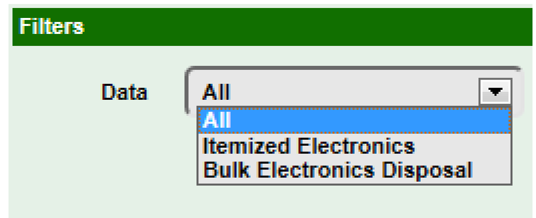
</td>
</tr>
</table>

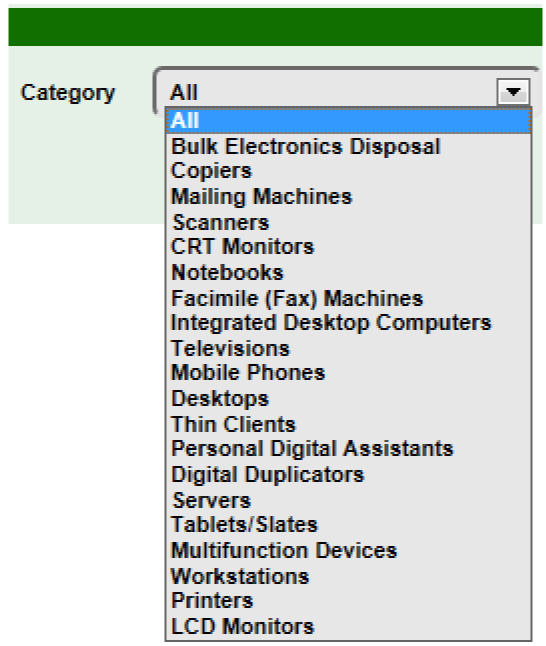
5.2.1.15. Electronics Operations Data Filters

<table>
<tr>
<td>Category</td>
<td>The drop-down menu for this filter will contain two options: Power Management and Duplex Printing.</td>
<td>
</td>
</tr>
<tr>
<td>Equipment</td>
<td>Data can be further filtered by specific equipment types. The “Equipment” filter drop-down menu will have options based on the “Category” selected in the previous filter. If All is selected, then every equipment option’s data will be shown lumped together. An example of what the drop-down menu looks like is shown to the right.</td>
<td>
</td>
</tr>
<tr>
<td>Data</td>
<td colspan="2">This filter allows the information in the display area to be refined by either the Compliance Percentage (the frequency of equipment compliance with regulation) or the Total Number Owned referencing the equipment in possession by your site. If a “Category” or ‘Equipment” selection was not made, then the “Compliance %” may show combined compliance for both power management and duplex printing.

</td>
</tr>
</table>

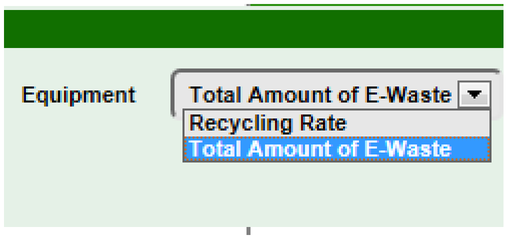
5.2.1.16. Electronics Operations End-Of-Life Data Filters

The Electronics End-of-Life **QA/QC Module** contains filter options that are not available until certain filter combinations have been made. The option to show native units is not available until the user selects a "Data" drop down. This occurs because usage units are not consistent between "Bulk Electronics Disposal" and "Itemized Electronics". By default, all "Itemized Electronics" are assigned a calculated weight based on EPA and other data.

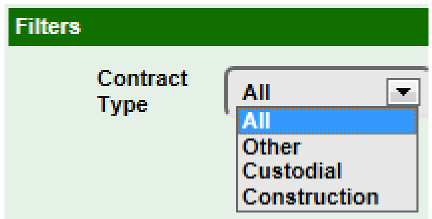
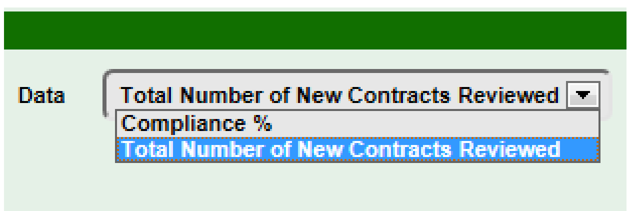
<table>
<tr>
<td>Data</td>
<td>This filter refines the Electronics Operations End-of-Life data category. The filter options include: Itemized Electronics or to Bulk Electronics Disposal. Additionally, the user can select All to see both categories of data combined.</td>
<td>


</td>
</tr>
<tr>
<td>Category</td>
<td>Data can be further filtered by specific equipment categories. The "Category" filter drop-down menu will have options based on the "Data" selected in the previous filter. If Bulk Electronics Disposal is selected in the Data filter, the only option available in the "Category" filter is Bulk Electronics Disposal. All the other individual equipment categories are present in the "Category" filter when Itemized Electronics is selected. This is intuitive, as bulk electronics are only tracked by total weight rather than through an itemized list. This selection also impacts how the "Units" and "Equipment" filter options are presented to the user as well. An example of this filter with all the selection options present is shown to the right.</td>
<td>


</td>
</tr>
</table>

Equipment	This filter enables the user to control the data display by showing either the *Total Amount of E-Waste* or the *Recycling Rate* of electronics as they reach end-of-life at your site. 
Units	The user can use this filter to select the type of units in which they would like to see the data displayed. For this data category, the options are restricted to showing data in kilograms, or for *Bulk Electronics Disposal* you can also select *Native* units.

5.2.1.17. Sustainable Contract Review Data Filters

Contract Type	This filter enables the user to refine the Sustainable Contract Review data in the display by the type of contract. There are four options: *All, Other, Custodial, and Construction.* 
Data	This filter allows the information in the display area to be refined by either the *Compliance Percentage* (the frequency of contract compliance with regulation) or the *Total Number of New Contracts Reviewed*. 

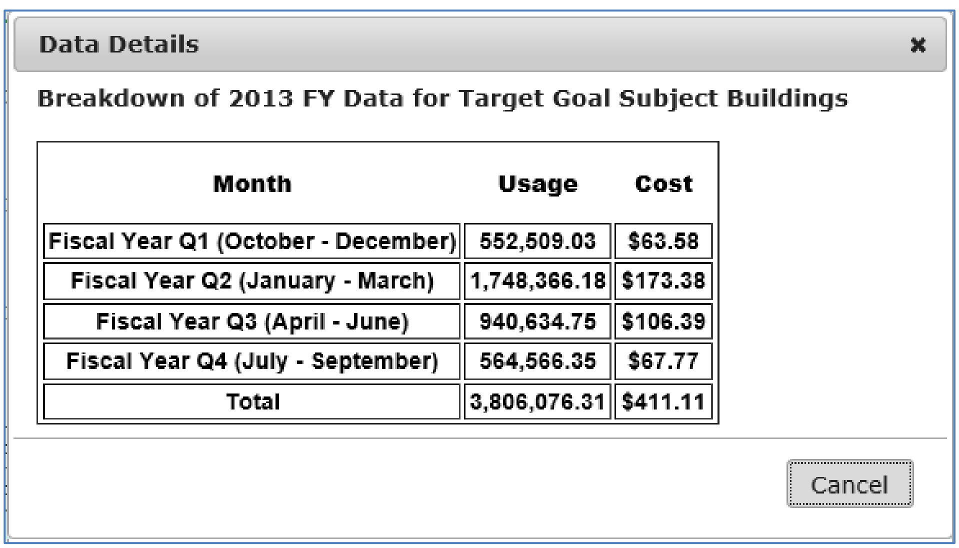
5.2.2. Graphical Display Area and Associated Data Table

The Dashboard offers the ability to examine historical and current data sets through trend analysis. This tool may be used to spot anomalies, errors, and data inconsistencies. If corrections are required, users may submit change requests for historical data sets. In combination, the graph and associated data table displays all data previously recorded (historical and current).. Hovering over a data point on the graph shows the actual totals for a given fiscal year.

Category	Subcategory	Fuel	Units	Period	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Target Excluded Buildings	Electricity	Grid	MTCO2e	Annual	No Data	No Data	No Data	No Data	No Data	2,561.96943	2,702.96704	3,291.78106	2,337.98016	2,194.45062	2,005.28111	No Data
Target Excluded Buildings	Natural Gas		MTCO2e	Annual	No Data	No Data	No Data	No Data	No Data	0	0	0	0	0	0	No Data
Target Goal Subject Buildings	Electricity	Grid	MTCO2e	Annual	13,968.56264	13,391.79643	13,937.88213	14,259.0922	15,063.10154	15,835.51187	15,348.3862	15,803.82617	17,290.3865	17,405.00598	17,556.31348	.4321
Target Goal Subject Buildings	Natural Gas		MTCO2e	Annual	2,375.40146	2,471.20533	2,643.55411	2,980.83176	3,420.95128	3,495.47753	3,196.22681	3,681.62948	3,361.75583	3,902.15298	3,806.07631	No Data
Total					16,343.9641	15,863.00176	16,581.43624	17,239.92396	18,484.05282	21,892.95883	21,247.58005	22,777.23671	22,990.12249	23,501.60958	23,367.6709	.4321

Create Change Request

Clicking on any value in the data table will present a pop-up dialog box. Detailed information for that data point will be displayed, including “Period Type,” “Usage” and “Cost”. “Period Type” may be annual, quarterly, or monthly depending on the user’s data entry selection.



Data Details

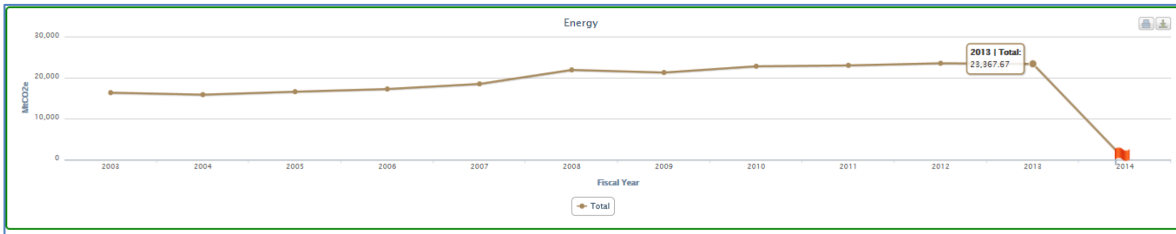
Breakdown of 2013 FY Data for Target Goal Subject Buildings

Month	Usage	Cost
Fiscal Year Q1 (October - December)	552,509.03	$63.58
Fiscal Year Q2 (January - March)	1,748,366.18	$173.38
Fiscal Year Q3 (April - June)	940,634.75	$106.39
Fiscal Year Q4 (July - September)	564,566.35	$67.77
Total	3,806,076.31	$411.11

Cancel

5.2.2.1. Submitting Historical Data Change Requests

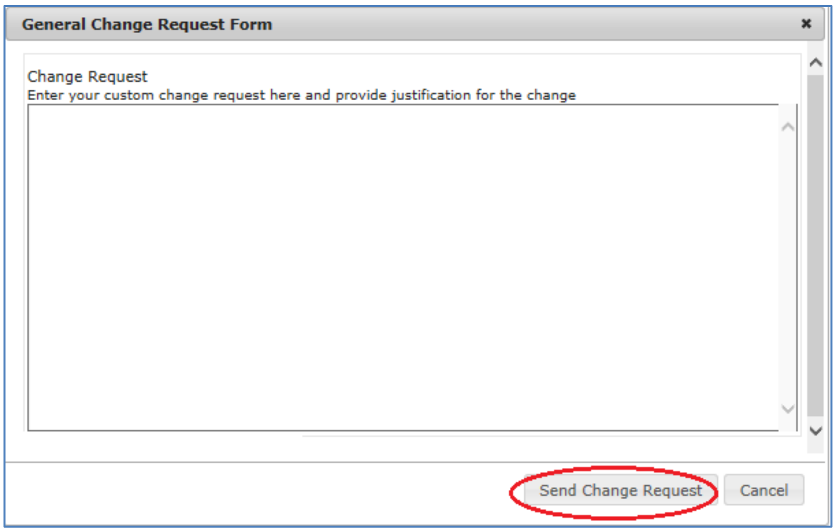
Sites may submit requests to modify historical data sets. To initiate a historical data change request, select "Create Change Request" from the **QA/QC Module** (circled below).



Category	Subcategory	Fuel	Units	Period	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Target Excluded Buildings	Electricity	Grid	MTCO2e	Annual	No Data	No Data	No Data	No Data	No Data	2,561.96943	2,702.96704	3,291.78106	2,337.98016	2,194.45062	2,005.28111	No Data
Target Excluded Buildings	Natural Gas		MTCO2e	Annual	No Data	No Data	No Data	No Data	No Data	0	0	0	0	0	0	No Data
Target Goal Subject Buildings	Electricity	Grid	MTCO2e	Annual	13,968.56264	13,391.79643	13,937.88213	14,259.0922	15,063.10154	15,835.51187	15,348.3862	15,803.82617	17,290.3865	17,405.00598	17,556.31348	.4321
Target Goal Subject Buildings	Natural Gas		MTCO2e	Annual	2,375.40146	2,471.20533	2,643.55411	2,980.83176	3,420.95128	3,495.47753	3,196.22681	3,681.62948	3,361.75583	3,902.15298	3,806.07631	No Data
Total					16,343.9641	15,863.00176	16,581.43624	17,239.92396	18,484.05282	21,892.95883	21,247.58005	22,777.23671	22,990.12249	23,501.60958	23,367.6709	.4321

Create Change Request

The following screen appears where the user can enter details for their request. At minimum, changes requests should include: the site, period, cost, usage data, as well as a justification for their request. Additional information may be provided to help inform the review. To submit the request, click the "Send Change Request" button.



The SPO and HQ program offices will review all change requests and follow up with sites directly. Note, fleet data pulled FAST can not be changed in the Dashboard. Fleet data changes can only be made in FAST.

5.2.2.2. Native Units

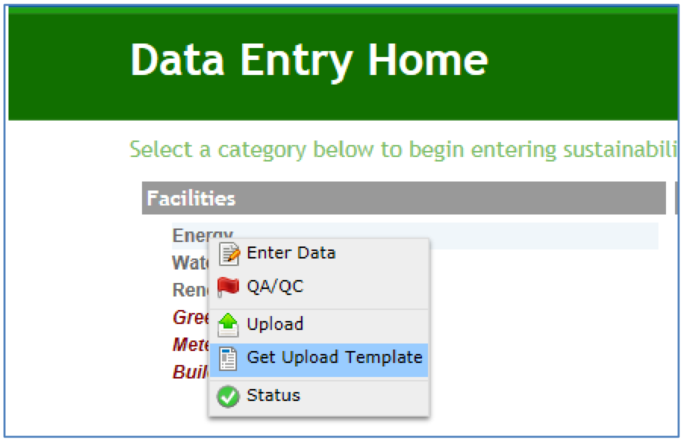
Where native units are applicable, the graph labels the Y axis (vertical axis) as "Native." The associated data table below lists the "Units" entered for the periods (e.g., MWh, MtCO2e, miles).

Category	Subcategory	Fuel	Units	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Target Excluded Buildings	Electricity	Grid	Megawatt Hour (MWh)	0	75,767.85	112,371.88	135,054	139,724	140,540	128,761.748	157,489	182,517	No Data
Target Goal Subject Buildings	Electricity	Grid	Megawatt Hour (MWh)	356,132	320,992.12	288,087.11	261,831	260,036	260,282	250,217	250,541	247,009	No Data
Total				356,132	396,759.97	400,458.99	396,885	399,760	400,822	378,978.748	408,030	429,526	0

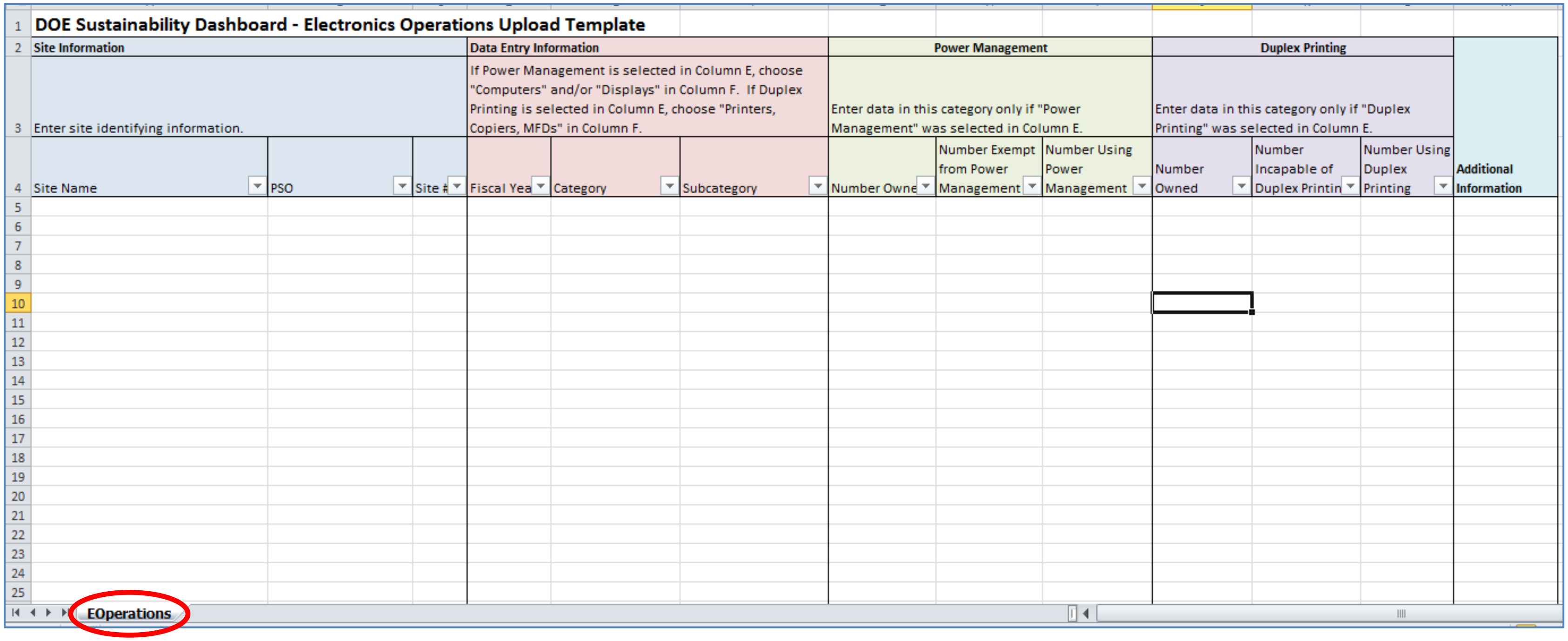
5.3. Get Upload Templates

Users may input data to the Dashboard in two ways. Users may use the **Data Entry Module** (as described in Section 5.1) or upload data using a flat MS Excel Template.

To download an upload template, select a data category and choose *Get Upload Template* from the side menu. Note that each data category has a custom upload template. Depending on your internet browser, the file may automatically download to your computer, or you may be prompted to select a destination folder to download the Excel file.



An example of the upload template for the Electronics Operations data category follows.



DOE Sustainability Dashboard - Electronics Operations Upload Template												
Site Information			**Data Entry Information**			**Power Management**			**Duplex Printing**			
Enter site identifying information.			If Power Management is selected in Column E, choose "Computers" and/or "Displays" in Column F. If Duplex Printing is selected in Column E, choose "Printers, Copiers, MFDs" in Column F.			Enter data in this category only if "Power Management" was selected in Column E.			Enter data in this category only if "Duplex Printing" was selected in Column E.			
Site Name	PSO	Site #	Fiscal Yea	Category	Subcategory	Number Owne	Number Exempt from Power Management	Number Using Power Management	Number Owned	Number Incapable of Duplex Printin	Number Using Duplex Printing	**Additional Information**

EOperations

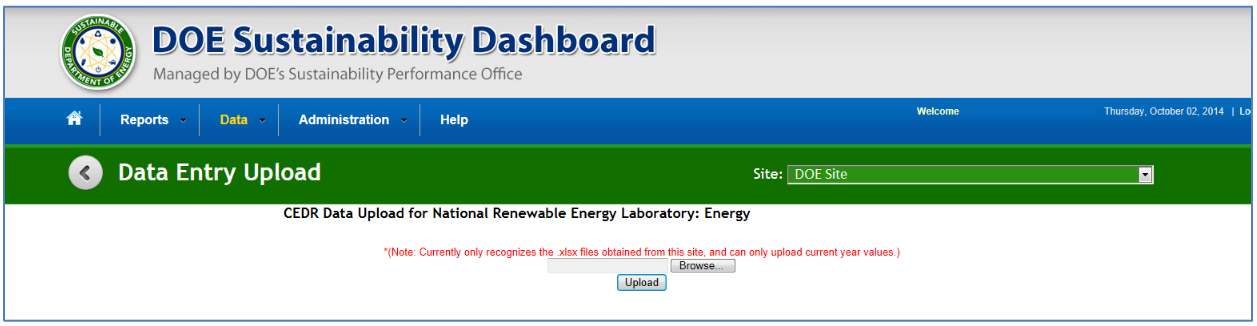
Notes:

- Do not change worksheet (tab) names within the upload template. If the worksheet name is modified, the upload will fail. In this case, the tab/worksheet is by default named "EOperations."
- Drop downs must be used when available. Manual data entry in these fields will not be recognized by the system.
- The Excel file name may be modified. For example, the Electronic Operations template is named "EOperations.xlsx" by default. This may be modified to another name (e.g., Site_EOperations_FY14_Final.xlsx).
- The upload template only accepts data for the current year reporting cycle.

5.4. Upload via Upload Template

Data may be uploaded to the Dashboard using the upload template. Only current year data may be uploaded to the Dashboard. To perform changes to historical data sets, refer to *Section 5.2.2.1*.

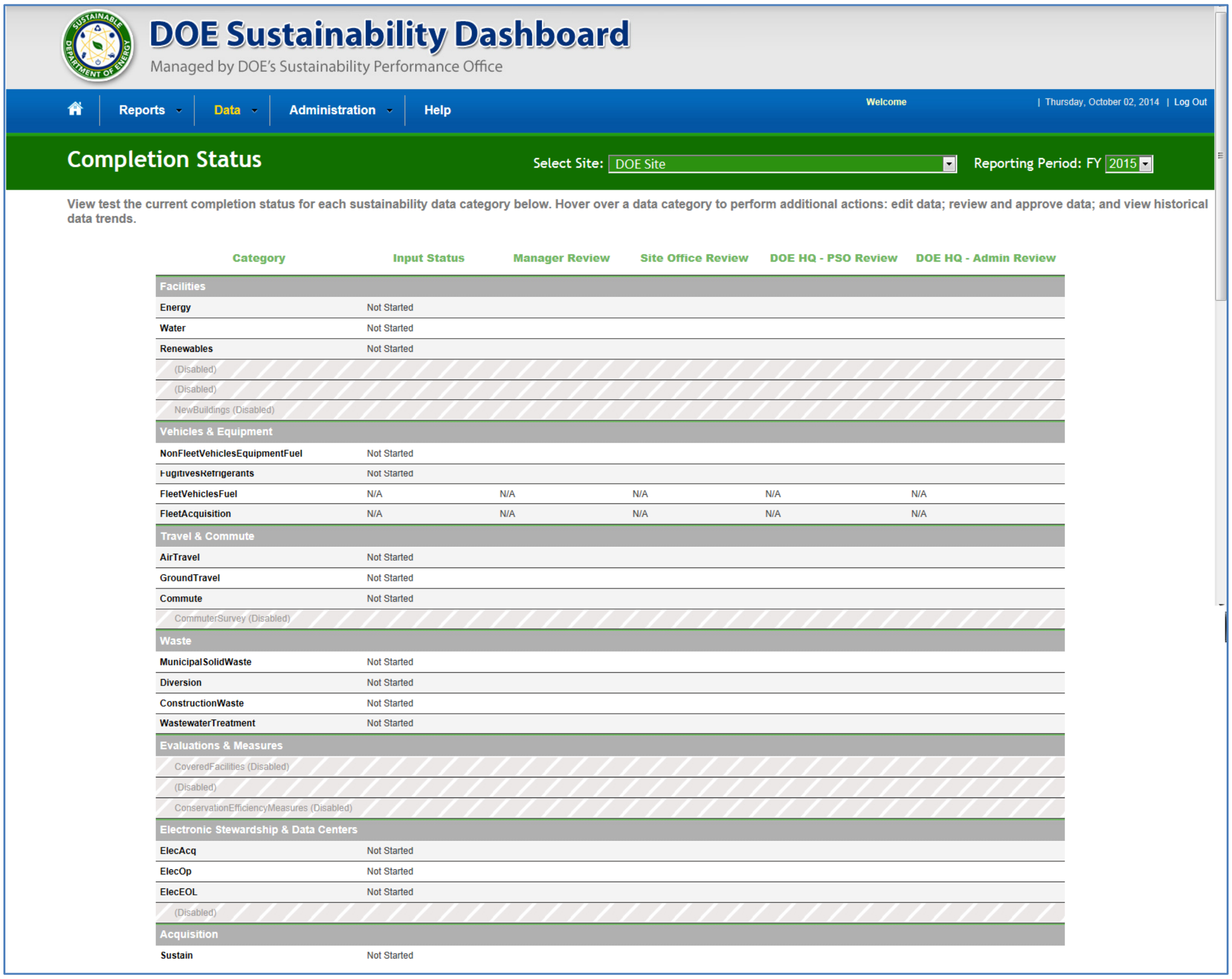
1. From the **Data Entry Home** page, navigate to the desired data category.
2. Hover over the data category and select *Upload Data*.
3. The **Data Entry Upload** page appears (see below).



4. Click “Browse” and select the file location from your computer.
5. Click “Upload”.

5.5. Completion Status

Data entry and review progress may be tracked on the **Completion Status** page. For more information on the Completion Status page, reference *Section 4.2 Completion Status*.



Category	Input Status	Manager Review	Site Office Review	DOE HQ - PSO Review	DOE HQ - Admin Review
Facilities					
Energy	Not Started				
Water	Not Started				
Renewables	Not Started				
(Disabled)					
(Disabled)					
NewBuildings (Disabled)					
Vehicles & Equipment					
NonFleetVehiclesEquipmentFuel	Not Started				
FugitivesRefrigerants	Not Started				
FleetVehiclesFuel	N/A	N/A	N/A	N/A	N/A
FleetAcquisition	N/A	N/A	N/A	N/A	N/A
Travel & Commute					
AirTravel	Not Started				
GroundTravel	Not Started				
Commute	Not Started				
CommuterSurvey (Disabled)					
Waste					
MunicipalSolidWaste	Not Started				
Diversion	Not Started				
ConstructionWaste	Not Started				
WastewaterTreatment	Not Started				
Evaluations & Measures					
CoveredFacilities (Disabled)					
(Disabled)					
ConservationEfficiencyMeasures (Disabled)					
Electronic Stewardship & Data Centers					
ElecAcq	Not Started				
ElecOp	Not Started				
ElecEOL	Not Started				
(Disabled)					
Acquisition					
Sustain	Not Started				

Chapter 6: Detailed Description of Data Categories

6. Detailed Description of Data Categories

The Dashboard's **Data Entry Module** contains data entry forms for data categories required for DOE sustainability reporting purposes. Each data category in the **Data Entry Module** contains specific data entry fields that must be completed prior to submission. Current year data entered via the **Data Entry Module** is cumulatively added to the historical data sets. When viewed together, the graphical data in the **QA/QC Module** enables users to see trends and easily identify errors, anomalies, or significant data variances. After submission to the SPO and HQ program offices, data will be finalized on the Dashboard.

There are several required data categories not yet included on the Dashboard. In FY 2014, data for these categories will collected through the CEDR. The table to the right identifies the current development schedule for each data category. High level descriptions are included in this chapter for the the Dashboard data categories currently under development.

This chapter presents step-by-step guidance for completing the **Data Entry Module** for each data category. From the **Data Entry Home** page, choose the site from the drop-down menu on the upper right hand side of the screen, as described in *Section 4.1 Enter Data*. Choose a data category and select "Enter Data" from the side menu. Each module contains category-specific entry fields. Users should be careful to complete all required fields (all fields except those marked "optional"). It is also recommended that users review data using the **QA/QC Module** prior to submission.

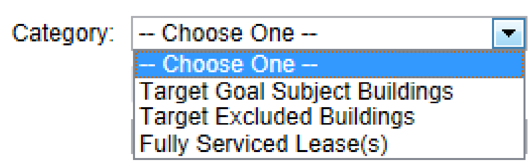
Ready for Users for FY 2014 Reporting	Under Development for FY 2015 Reporting
Energy	Green Buildings
Water	Metering
Renewables	Building Inventory Change
Non-Fleet Vehicles & Equipment Fuel	Commuter Survey
Fugitives & Refrigerants	Covered Facilities
Fleet Vehicle Fuel	Audits & Evaluations
Fleet Vehicle Inventory	Conservation & Efficiency Measures
Air Travel	Data Centers
Ground Travel	
Commute	
Municipal Solid Waste	
Electronics Acquisition	
Electronics Operations	
Electronics End-of-Life	
Sustainable Acquisition Contract Review	

6.1. Facilities

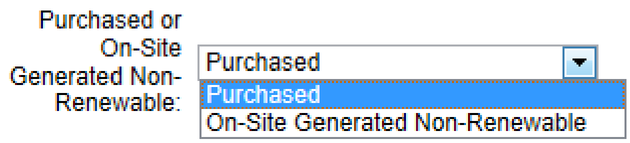
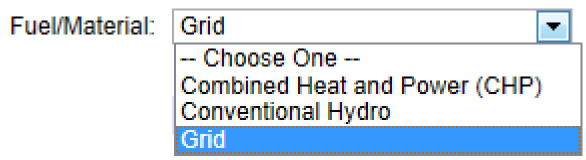
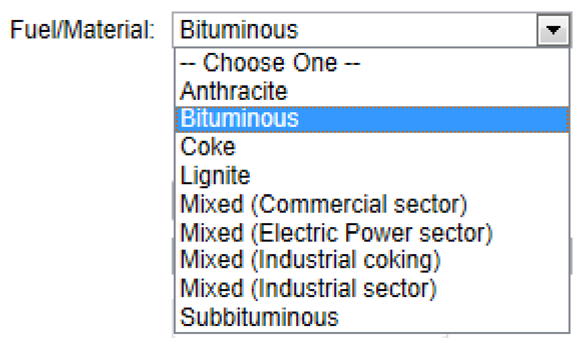
Facilities related sustainability data includes categories for Energy, Water, and Renewable Energy use. Other categories, such as Green Buildings, Metering, and Building Inventory Change are currently under development and will not be available for FY 2014 data reporting. Those categories should be reported through the CEDR. For more information, please reference the CEDR Technical Support Document and FY 2015 Site Sustainability Plan (SSP) Guidance.

6.1.1. Energy

The Energy data category is primarily focused on a site's energy utility consumption and associated costs. Users should be prepared with information relating to the types of fuels or materials consumed in the production of electricity or thermal energy for the site and the associated billing information. The Energy category does not collect on-site renewable energy production or biomass use. On-site renewable energy should be reported through the Renewables data category, as discussed in section 6.1.3. This is a notable difference from CEDR reporting practices. Guidance on how to complete the Energy fields are provided below.

Site	Site name will automatically populate.
PSO	Program Secretarial Office (PSO) will automatically populate.
Site #	Site Number (i.e., legacy EMS4 number) will automatically populate.
Main Site Zip Code	Main Site Zip Code will automatically populate, but is able to be edited. This is only to allow for sites which have historically included geographically disperse sites under a single site number and zip code. Please contact SPO if you choose to change the zip code.
Category	This field has a drop-down list containing three options. Select the appropriate building "Category" for the data being entered from the following: 

Square Feet	Annual total “Square Feet” will automatically populate based on the “Category” chosen above. This square footage is based on the Facilities Information Management System (FIMS) snapshot each November. Please ensure information is accurately entered in FIMS. Preliminary square footage values will be uploaded to the Dashboard in mid-October, after FIMS closes for data entry at the end of September. The field is not editable.
Subcategory	Select the fuel source used to generate energy from the drop-down menu. The options below are provided. *Electricity* *Natural Gas* *Fuel Oil* *Liquefied Petroleum Gas (LPG)* *Liquefied Natural Gas (LNG)* *Diesel* *Coal* *Chilled Water* *Steam* *Hot Water* *Asphalt and Road Oil* *Blast Furnace Gas – Fossil Derived* *Butane* *Butylene* *Coke Oven Gas – Fossil Derived* *Crude Oil* *Ethane* *Ethylene* *Heavy Gas Oils* *Isobutene* *Isobutylene* *Kerosene* *Lubricants* *Motor Gasoline* *Municipal Solid Waste – Fossil-derived* *Naphtha <401 degrees F* *Natural Gasoline* *Other* *Other Oil- >401 degrees F* *Pentanes Plus* *Petrochemical Feedstocks* *Petroleum Coke* *Propane* *Propylene* *Special Naphtha* *Square Feet* *Still Gas* *Tires – Fossil-derived* *Unfinished oils* If the fuel source that your site used is not listed, select *Other,* and provide a description of the energy source used by the site in the “Additional Information” field.

Purchased or On-Site Generated Non-Renewable	Select the energy acquisition method using the drop-down menu. The choices include *Purchased* or *On-Site Generated Non-Renewable*, as shown below: 
Fuel/Material	Select the specific type of "Fuel or Material" used to produce energy using the drop-down menu. The options in this menu directly correlate to the "Subcategory" chosen above. For example, if *Electricity* was chosen as a "Subcategory," the drop-down would have the following options:  Additionally, if *Electricity* was selected, the Dashboard will automatically update to produce an optional field for "Transmission & Distribution Losses." Many of the Subcategories will have similar choices. If the "Subcategory" *Coal* was selected above, the drop-down menu would provide the following options:  If your chosen "Subcategory" was *Other* or the fuel used to produce energy on your site is not listed in the drop-down menus, please provide a description the fuel used in the "Additional Information" field at the bottom of the page.
Data Entry Period Type	Select the time period type for which data will be entered. There are two options, each giving the user a different set of entry fields to complete.

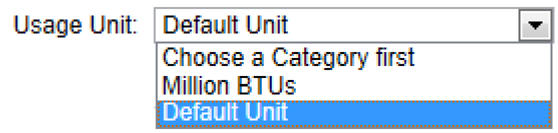
Data Entry Period Type: ○ Fiscal Year by Quarter ◉ Fiscal Year by Month

Fiscal Year by Quarter: Energy usage data (using the appropriate "Usage Unit") must be entered using a quarterly breakdown of the site's "Fiscal Year" total. The associated cost of the site's energy usage, in thousands of U.S. dollars, must be entered in the corresponding Cost field.

Q1 (October - December) Amount:	0	Q1 Cost (1,000 $):	0
Q2 (January - March) Amount:	0	Q2 Cost (1,000 $):	0
Q3 (April - June) Amount:	0	Q3 Cost (1,000 $):	0
Q4 (July - September) Amount:	0	Q4 Cost (1,000 $):	0

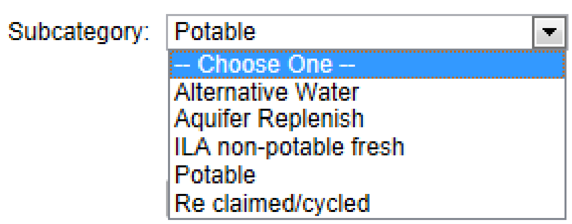
Fiscal Year by Month: Energy usage data (using the appropriate units selected from the "Usage Unit" field) must be entered using a monthly breakdown. Cost data, in thousands of U.S. dollars, must be entered in the corresponding "Cost (1,000 $)" field. To ensure accuracy, please review the amount and cost data sets are in the proper fields.

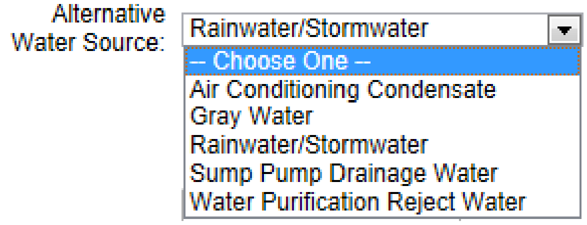
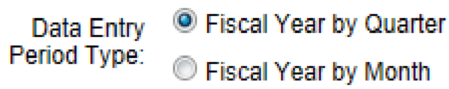
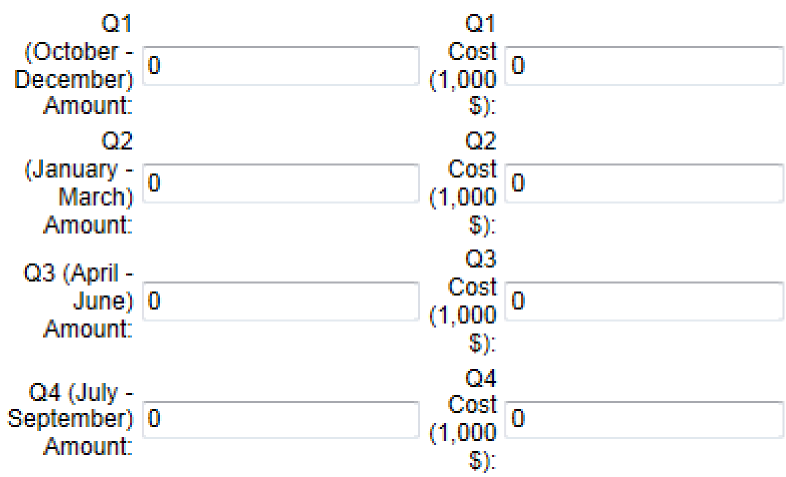
January Amount:	0	Cost (1,000 $):	0
February Amount:	0	Cost (1,000 $):	0
March Amount:	0	Cost (1,000 $):	0
April Amount:	0	Cost (1,000 $):	0
May Amount:	0	Cost (1,000 $):	0
June Amount:	0	Cost (1,000 $):	0
July Amount:	0	Cost (1,000 $):	0
August Amount:	0	Cost (1,000 $):	0
September Amount:	0	Cost (1,000 $):	0
October Amount:	0	Cost (1,000 $):	0
November Amount:	0	Cost (1,000 $):	0
December Amount:	0	Cost (1,000 $):	0

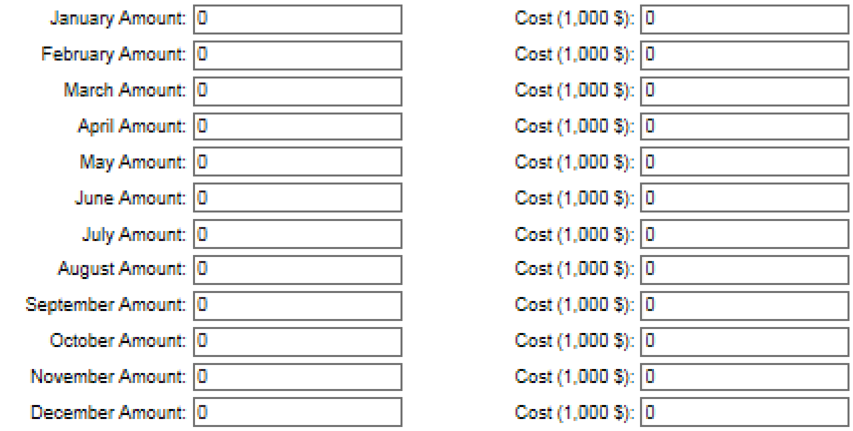
Fiscal Year	The current fiscal year will automatically populate.
Default Unit	Select the unit by which the site's energy usage has been measured using the drop-down menu provided. The menu offers the following options:  The vast majority of entries will be done using the *Default Unit* option, which then defaults to a specific unit for each fuel type. For example, natural gas defaults to a *Default Unit* of 1,000 cubic feet, but can also be entered in Million BTU.
Billing Reference (Optional)	If site energy data has associated billing information, enter the reference information (billing numbers, etc.) in this field. Data entry for this field is optional.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. An example, as mentioned above, would be if the site is reporting energy usage in units other than *Millions of BTUs*. Data entry for this field is optional.
Save Energy Consumption and Cost Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the **Data Entry Module** fields.
Complete Energy Consumption and Cost Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click on "Complete Energy Consumption and Cost" to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.

6.1.2. Water

Water related sustainability data is focused on the site's water consumption and associated cost. Users should be prepared with information relating to the types water consumed and the associated billing information. Guidance on how to complete the entry form is provided below.

Site	Site name will automatically populate.
PSO	PSO will automatically populate.
Site #	Site Number (i.e., legacy EMS4 number) will automatically populate.
Category	This field is auto-populated with Water because there are no additional categories applicable.
Square Feet	This field will be pre-populated using data pulled annually from FIMS. Unlike the energy intensity goal, there are no exclusions for water intensity, so the square footage shown is the total square footage (goal subject plus excluded) from FIMS. Please note, per Federal guidance energy square footage equals water square footage unless there is a major difference. In such a case, please contact the SPO Administrator.
Subcategory	Select from the drop-down menu the most appropriate option that represents the type water usage being reported. Many sites will only have *Potable* water usage. The following options are provided:  As an example, when *Alternative Water* is selected, the following field is automatically generated. Select the option for the data entry and complete the remainder of the fields for one of the following types of "Alternative Water Sources":

	
Data Entry Period Type	Select the period type that site data will be entered. There are two options, each giving the user a different set of entry fields to complete below.  *Fiscal Year by Quarter:* Selecting this option will bring up the following fields, as shown in the table below. Water consumption data (as measured in Millions of Gallons, not whole numbers) must be entered using a quarterly breakdown of the site's "Fiscal Year", using the months as shown in the table below. The associated cost of the site's water consumption (in thousands of U.S. dollars, not whole numbers) must be entered in the corresponding "Cost" field.  *Fiscal Year by Month:* Selecting this option will cause the site to load similar fields as shown above, but using months instead of quarters. Water consumption data for the site must be entered using a monthly breakdown, with the amount of total water (measured in Millions of Gallons) in the field for the "Amount" field of the applicable month. Cost data (in thousands of U.S. dollars) must be entered in the corresponding "Cost (1,000 $)" field. For accuracy, ensure that the amount and cost data sets for each month are in their appropriate fields.

	
Fiscal Year	The current fiscal year will automatically populate.
Usage Unit	This field is auto-populated because water consumption is measured in *Millions of Gallons*.
Billing Reference (Optional)	If the site water consumption has associated billing information, enter the reference information (billing numbers, etc.) in this field. Data entry into this field is optional.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. For example, if captured rainwater is being used, select the *Re Claimed/Cycled* option in the "Subcategory" drop-down menu and briefly describe the practice in this field. Data entry for this field is optional.
Save Water Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When clicking this button, the data will be displayed in the right hand panel of the screen. Please take a moment to verify the accuracy of this data prior to clicking the "Submit Water Consumption and Cost" button.
Complete Water Consumption and Cost Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click on "Complete Water Consumption and Cost" to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.

6.1.3. Renewables

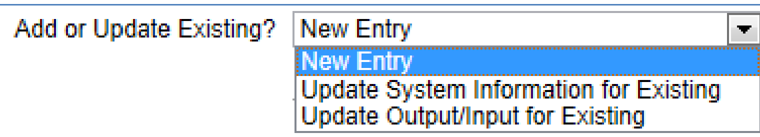
The Renewables data category is focused on the site's data for renewable energy consumption, renewable energy system costs, and renewable energy credit (REC) tracking. Users should be prepared with information about on-site renewable energy systems, siting information, energy production data, fuel use (biomass), site purchases or sales of RECs, and any additional costs associated with the system(s). Guidance on how to complete the Renewables entry form is provided below.

Instructions are broken down by the three "Subcategories": *On-Site Systems, Green Energy Purchase, and RECs*. Green energy purchases and REC entries require similar data, while on-site systems are markedly different. Data for on-site systems entered in to the system (including those included in previous CEDR reporting) is retained year over year and only needs to be updated as necessary.

6.1.3.1. On-Site Renewable Energy

Use this section if *On-Site Renewable Generation System* is selected under the "Subcategory" field.

Site	Site name will automatically populate.
PSO	PSO will automatically populate.
Site #	Site Number (i.e., legacy EMS4 number) will automatically populate.
Category	There are no entry options for this field because there are no additional categories applicable aside from Renewables.
Subcategory – *On-Site Renewable Energy Generation System*	Selecting this option from the Subcategory drop-down menu will cause the **Data Entry Module** to update the page with the necessary data entry fields below. Once the fields are loaded, the user must complete the following sections.
Add or Update Existing?	Please note that this field is only present if the "Subcategory" field above has *On-Site Renewable Generation System* selected. The "Add or Update Existing" field allows three options:



New Entry allows a user to add a new on-site renewable energy system.

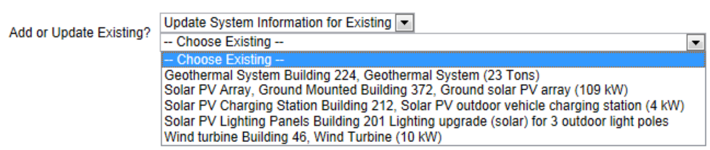
Update System Information for Existing option allows the user to update information such as location, siting status, capacity, percentage of RECs retained, and more.

Update Output/Input for Existing option provides the ability to keep all system information the same and update the energy output of the system for the current year.

The next two rows of this table provide more detail for the *New Entry*, *Update System Information for Existing*, and *Update Output/Input for Existing* options.

New Entry and Update System Information:

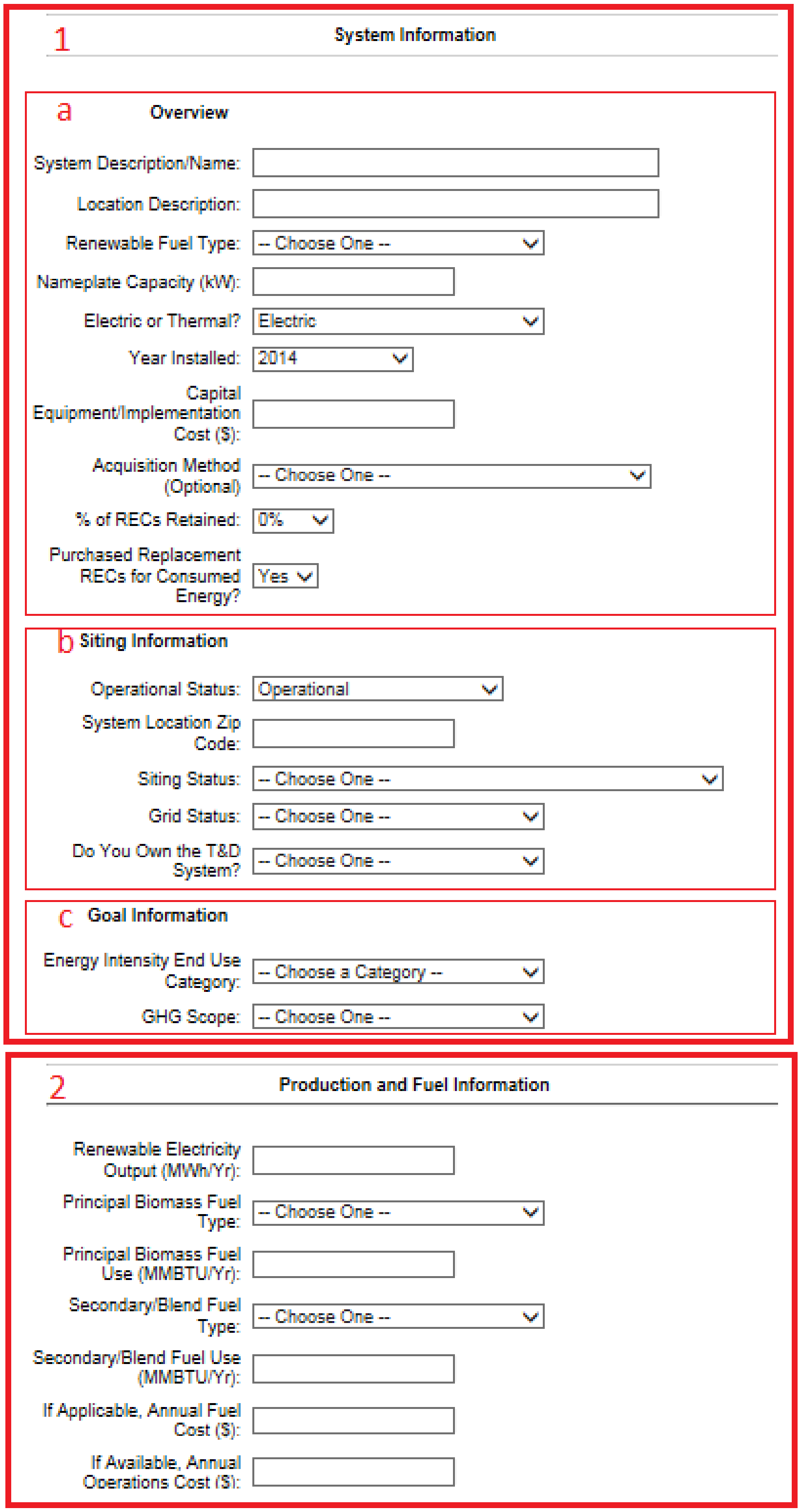
Update System Information for Existing and *New Entry* options under the “Add or Update Existing” field are basically the same with one exception. Once you select the *Update System Information for Existing* option, a new drop-down menu is automatically generated with the title “Choose Existing” to allow the user to select a system from all previously entered renewable energy systems on the site. It allows the user to edit the previously entered information for each renewable energy system, should data be inconsistent or require amendment. An example of how this field may appear is provided below:



The name for each system is based on concatenating the “System Description/Name” and “Location Description” in the system information. These names are based on previous CEDR data, and may not be ideal as some sites have entered data in these categories differently. The user can update the “System Description/Name” and “Location Description” so that it matches the desired name.

Once selected, the Dashboard automatically updates to present the user the detailed **System Information** and **Production and Fuel Information** for the system.

If *New Entry* was chosen, the same fields will be available for update, but will be blank to allow new entry. The data is now ready for changes as shown in the screen shot that follows.


1 System Information

a Overview

System Description/Name:

Location Description:

Renewable Fuel Type: -- Choose One --

Nameplate Capacity (kW):

Electric or Thermal? Electric

Year Installed: 2014

Capital Equipment/Implementation Cost ($):

Acquisition Method (Optional) -- Choose One --

% of RECs Retained: 0%

Purchased Replacement RECs for Consumed Energy? Yes

b Siting Information

Operational Status: Operational

System Location Zip Code:

Siting Status: -- Choose One --

Grid Status: -- Choose One --

Do You Own the T&D System? -- Choose One --

c Goal Information

Energy Intensity End Use Category: -- Choose a Category --

GHG Scope: -- Choose One --

2 Production and Fuel Information

Renewable Electricity Output (MWh/Yr):

Principal Biomass Fuel Type: -- Choose One --

Principal Biomass Fuel Use (MMBTU/Yr):

Secondary/Blend Fuel Type: -- Choose One --

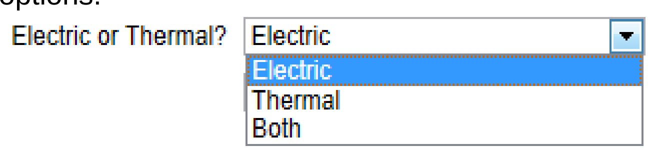
Secondary/Blend Fuel Use (MMBTU/Yr):

If Applicable, Annual Fuel Cost ($):

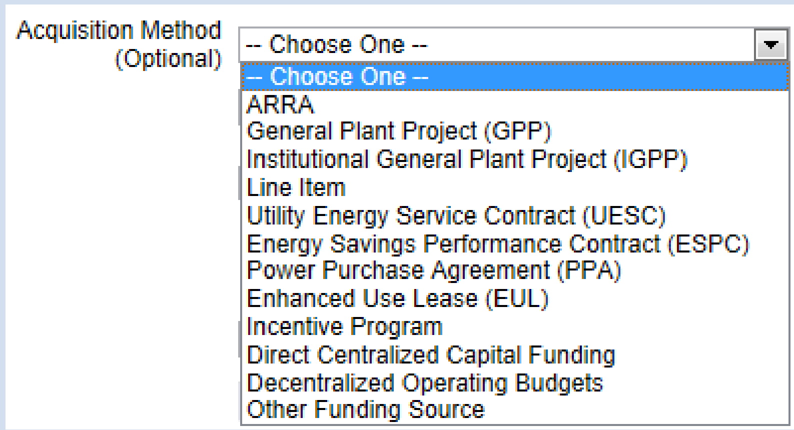
If Available, Annual Operations Cost ($):

1 System Information

1a Overview

System Description/Name	Provide the system description or name.
Location Description	Briefly describe where the system is located.
Renewable Fuel Type	Using the provided drop-down menu, select the option that most closely matches the type of renewable energy/fuel that the aforementioned system is using.
Nameplate Capacity	Enter the system electric capacity (in kW) that is listed on the nameplate of the renewable energy system. Leave this entry blank if the system produces thermal energy.
Electric or Thermal	Using the drop-down menu, select the option that describes the type of energy being produced by the renewable energy system. There are three options:  Some renewable energy systems provide thermal energy (heat) as well as electric. If this is the case at your site, select *Both*. If the system only produces electricity or thermal, select that single option and complete the fields. The option selected dictates the entry fields in Section 2 'Production and Fuel Information.'
Year Installed	Using the drop-down menu, select the year that the renewable energy system's installation was completed.
Capital Equip./ Implementation Cost	Enter the cost (in total dollars) of the renewable energy system's equipment and implementation.

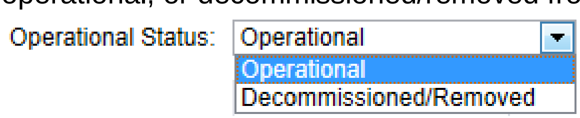
Acquisition Method	Using the drop-down menu, select the option that most accurately describes the means by which the renewable energy system was acquired by the site. If there are no options that sufficiently describe the site's acquisition method, select the *Other Funding Source* option and describe the method in the "Additional Information (Optional)" field at the bottom of the page. The options for this field follow:



% of RECs Retained	Using the provided drop-down menu, select the approximate percentage of Renewable Energy Credits retained by the site for this renewable energy system. The drop-down list provides options in 10% increments.
Purchased Replacement RECs for Consumed Energy?	If you retained less than 100% of the RECs generated by the on-site system, but purchased replacement Renewable Energy Credits for the site's energy consumption, use the drop-down menu to select *Yes*. If not, select *No*.

1b Siting Information

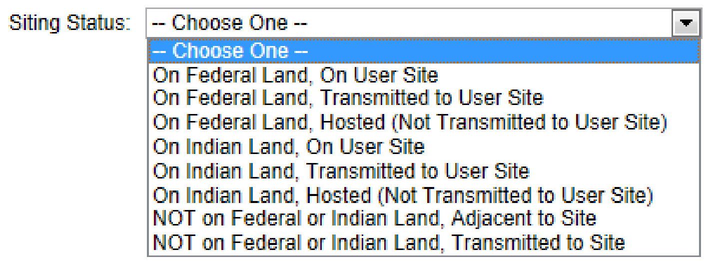
Operational Status	Using the drop-down menu, select the status that most accurately describes the renewable energy system. The system will either be operational, or decommissioned/removed from service.



System Location Zip Code	Enter the zip code for the area in which the renewable energy system is deployed.

Siting Status

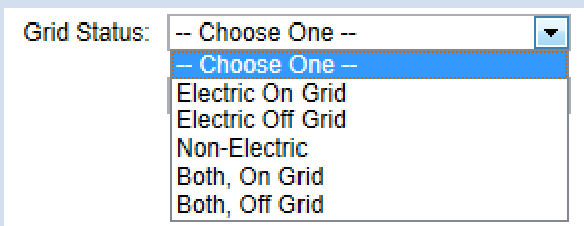
Using the drop-down menu, select the siting option that most accurately represents the renewable energy system's situation. For each option, there are two parts: the type of land the system is sited on followed by the relationship of the site to the system.



For part one: is the site on Federal land, Indian land, or neither? Part two: is the system on the user's site, is power transmitted to the user's site, is the system hosted on the site (and transmitting power to another), or is the system adjacent to the site?

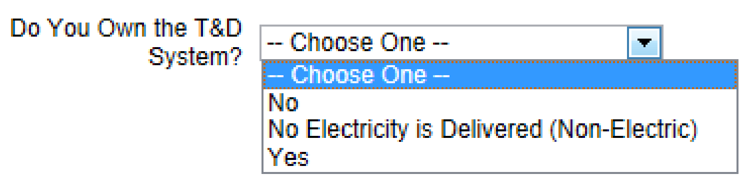
Grid Status

Using the drop-down menu, select the option that most accurately describes the renewable energy system's connection to the electrical grid. Options beginning with *Both* refer to the system having both electric and thermal output. The following options are provided:

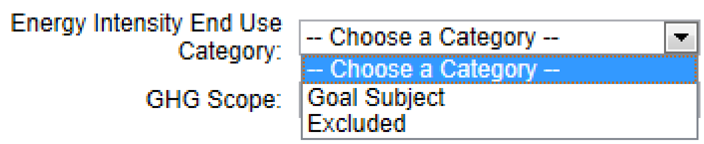
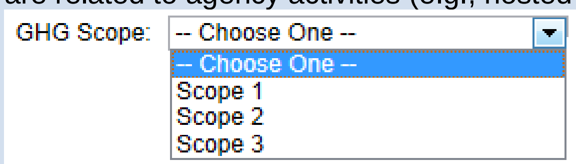


Do You Own the T&D System?

Using the drop-down menu, select *Yes* if the site owns the transmission & distribution system for site electricity as it relates to the renewable energy system. If the site does not own the T&D, select *No*. If no electricity is delivered (for example, if the system is thermal) select *No Electricity is Delivered (Non-Electric*).

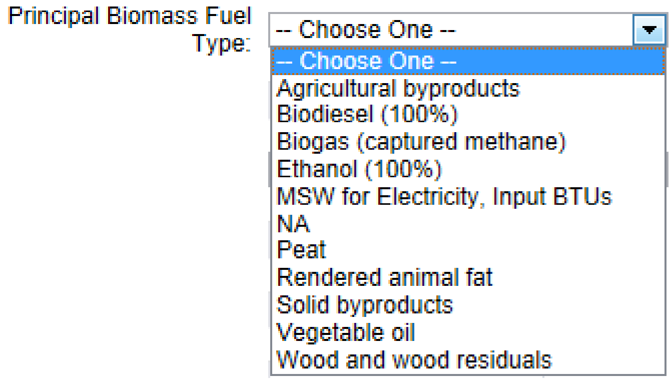


1c Goal Information

Energy Intensity End Use Category	Select the option that most accurately describes how the site wishes to categorize the energy intensity goals for the data related to the renewable energy system. You can select either *Goal Subject* or *Excluded*. 
GHG Scope	For greenhouse gas goals, select which scope the site is using to report renewable energy system data. The options are *Scope 1 (*GHG emissions from sources owned/controlled by a federal agency), *Scope 2* (GHG emissions resulting from the generation of electricity, heat, or steam purchased by a Federal Agency), or *Scope 3* (GHG emissions from sources not owned/directly controlled by a Federal agency, but are related to agency activities (e.g., hosted systems). 

2 Production and Fuel Information

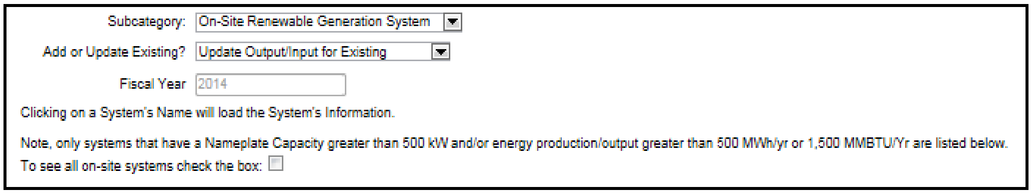
Renewable Electricity Output (MWh/Yr)	Enter the total electricity output of the renewable energy system in MegaWatt hours per year. This field will not be available if the system is only thermal (as selected in the “Electric or Thermal” field under **1 System Information**).
Renewable Thermal Output (MMBtu/Yr)	Enter the total thermal output of the renewable energy system in MMBtu per year. This field will not be available if the system is only electric (as selected in the “Electric or Thermal” field under **1 System Information).**
Principal Biomass Fuel Type	If the system utilizes biomass, select the biomass variety that the site uses as its primary fuel.



Principal Biomass Fuel Use (MMBTU/Yr)	Enter the total principal biomass fuel use (in Millions of BTUs).
Secondary/Blend Fuel Type	If a secondary biomass fuel was used to produce energy, use the drop-down menu to select the fuel that was used.
Secondary/Blend Fuel Use (MMBTU/Yr)	Enter the total secondary biomass fuel use (in Millions of BTUs).
If Applicable, Annual Fuel Cost ($)	Enter the costs for purchasing fuel, if applicable.
If Available, Annual Operations Cost ($)	If the numbers are available, use this field to enter the total annual operations cost of the renewable energy system.

Update Output/Input for Existing:

This option under the “Add or Update Existing” field allows the user to update the amount of energy generated for specific on-site renewable energy systems. When this option is selected, the dialogue shown below will appear. Systems below 500 kW will not be shown until the check box underneath these statements is checked manually.


Subcategory: On-Site Renewable Generation System

Add or Update Existing? Update Output/Input for Existing

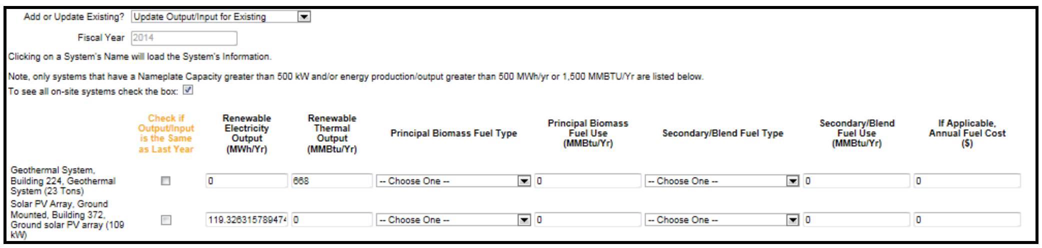
Fiscal Year 2014

Clicking on a System's Name will load the System's Information.

Note, only systems that have a Nameplate Capacity greater than 500 kW and/or energy production/output greater than 500 MWh/yr or 1,500 MMBTU/Yr are listed below.

To see all on-site systems check the box:

Once selected, the page will update to load the site’s renewable energy systems and their associated data in the table provided. There are seven columns where data entry or manipulation is possible. If any data is shown in the fields, it is for the current FY only. If there is no data, no data has yet been entered for FY 2014 for those renewable energy systems. Complete and/or verify the information in the following fields. For most systems, only the “Renewable Electricity Output” and “Thermal Output” columns need to be updated.


Add or Update Existing? Update Output/Input for Existing

Fiscal Year 2014

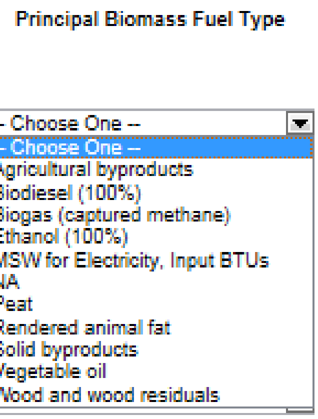
Clicking on a System's Name will load the System's Information.

Note, only systems that have a Nameplate Capacity greater than 500 kW and/or energy production/output greater than 500 MWh/yr or 1,500 MMBTU/Yr are listed below.

To see all on-site systems check the box:

	Check if Output/Input is the Same as Last Year	Renewable Electricity Output (MWh/Yr)	Renewable Thermal Output (MMBtu/Yr)	Principal Biomass Fuel Type	Principal Biomass Fuel Use (MMBtu/Yr)	Secondary/Blend Fuel Type	Secondary/Blend Fuel Use (MMBtu/Yr)	If Applicable, Annual Fuel Cost ($)
Geothermal System, Building 224, Geothermal System (23 Tons)		0	668	-- Choose One --	0	-- Choose One --	0	0
Solar PV Array, Ground Mounted, Building 372, Ground solar PV array (109 kW)		119.32631578947	0	-- Choose One --	0	-- Choose One --	0	0

- *Check if Output/Input is the Same as Last Year*: Check this box only if the Output/Input data for renewable energy production/use is the same for the current FY as the previous. Selecting this box will update the information in the fields for that row and then lock all them so the user cannot make any additional changes for that renewable energy system.
- *Renewable Electricity Output (MWh/Yr):* If applicable, enter the total amount of renewable electricity produced in MWh/Yr for that specific renewable energy system.
- *Renewable Thermal Output (MMBtu/Yr):* If applicable, enter the total amount of renewable thermal energy produced by that system for the current FY.
- *Principal Biomass Fuel Type:* Using the provided drop-down menu, select the biomass fuel type that was primarily used to power the renewable energy system. The options for this field are shown in the image on the following page. If this option is not applicable to your system, do not make any choices in this column.



- *Principal Biomass Fuel Output (MMBtu/Yr):* If applicable, enter the total output of the renewable energy system that utilized the principal biomass fuel selected in the part above. If not applicable, enter a zero (0).
- *Secondary/Blend Fuel Type:* If applicable, use the drop-down menu provided, select the secondary or blended fuel type from the list that your site uses for renewable energy production. If this option is not applicable to your system, do not make any choices in this column
- *Secondary/Blend Fuel Use (MMBtu/Yr):* If applicable, enter the total output of the renewable energy system that utilized the secondary biomass fuel selected in the part above. If not applicable, enter a zero (0).

If Applicable, Annual Fuel Cost ($): Enter the total cost of the fuel(s) used for renewable energy production over the fiscal year.

Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.
Save Renewables Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the screen. Please take a moment to verify the accuracy of this data prior to clicking the "Complete Renewables" button below.
Complete Renewables Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click "Complete Renewables" to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.

6.1.3.2. Renewable Energy Credits and Green Energy Purchases

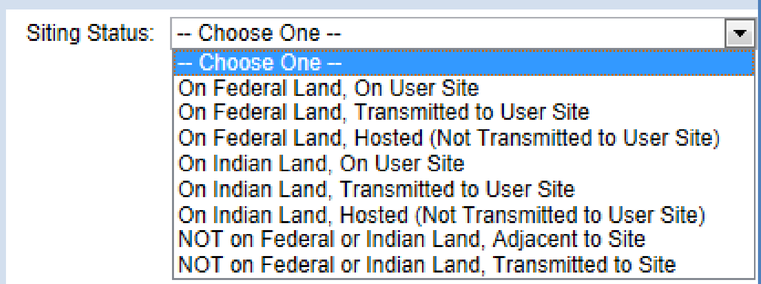
Use this section if *Renewable Energy Credit Only Purchase or Green Energy Purchase* is selected under “Subcategory.”

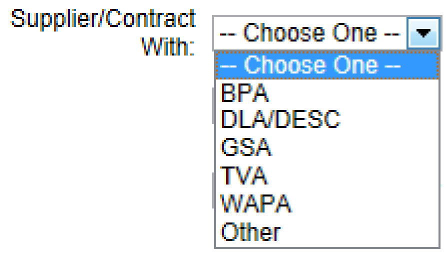
<table>
<tr><td>Site</td><td>Site name will automatically populate.</td></tr>
<tr><td>PSO</td><td>PSO will automatically populate.</td></tr>
<tr><td>Site #</td><td>Site Number (i.e., legacy EMS4 number) will automatically populate.</td></tr>
<tr><td>Category</td><td>There are no entry options for this field because there are no additional categories applicable aside from Renewables.</td></tr>
<tr><td>Subcategory – Green Energy Purchase</td><td>If the site purchased renewable energy that was consumed during agency activities, use the Green Energy Purchase Subcategory option. The Dashboard will refresh the page with the appropriate data entry fields for this option. The required fields of entry are as follows:
<table>
<tr><td>Data Entry Period Type</td><td>Select the type of period breakdown that the site will be using to enter renewable energy data. The three options are as follows:


Fiscal Year by Quarter: When this option is selected, the Dashboard automatically adds fields for each quarter’s Electricity Purchased (in MWh) and the associated Purchased Cost ($). Enter the quarterly data in these fields.

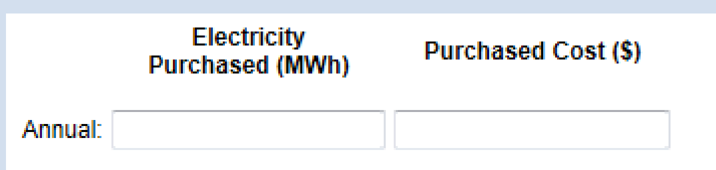
Fiscal Year by Month: When this option is selected, the Dashboard automatically adds fields for each months’ totals in Electricity Purchased (in MWh) and the associated Purchased Cost ($) of that renewable energy. Enter monthly data in the appropriate fields.

Annual: When this option is selected, the Dashboard automatically adds two fields for data entry. These fields are Electricity Purchased (MWh) and the associated Purchased Cost ($). Enter the annual data in these fields.</td></tr>
</table></td></tr>
</table>

Fiscal Year	This field will already be filled with the current Fiscal Year.
Renewable Fuel Type	Using the provided drop-down menu, select the option that most closely matches the type of renewable energy fuel that the aforementioned system is using.
Install/Service Year	Enter the year in which the renewable energy system that the site is purchasing green energy from was installed or placed in service.
Source Zip Code	Enter the zip code in which the renewable energy system that the site is purchasing green energy from is located.
Siting Status	Using the drop-down menu, select the siting option that represents the renewable energy system's location. For each option, there are two parts: the type of land the system is sited on followed by the relationship of the site to the system.  For part one: is the site on Federal land, Indian land, or neither? Part two: is the system on the user's site, is power transmitted to the user's site, is the system hosted on the site (and transmitting power to another), or is the system adjacent to the site?
Supplier/ Contract With	Using the drop-down menu, select the organization with which the site has an agreement for green energy purchase. Choose from the following options:

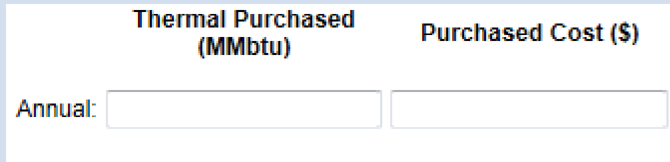


	These options correspond to Bonneville Power Administration, Defense Logistics Agency's Defense Energy Support Center, General Services Administration, Tennessee Valley Authority, and Western Area Power Administration. If the green energy purchases come from another source, select *Other* and describe the situation in the "Additional Information" field at the bottom of the page.
Is Multi-Year Contract?	If green energy purchases are being made under a multi-year contract, select *Yes*. If not, select *No*. If you select *Yes*, you must then enter the contract start and end dates in the appropriate fields.
Energy Intensity/End Use Category	Select the option that most accurately describes how the site wishes to categorize the energy intensity goals for the data related to the renewable energy system. The choices are either *Goal Subject* or *Excluded*.
Electric or Thermal?	If the green energy purchased is in the form of electricity, select *Electric* from the drop-down menu and continue. If the site is entering data for green energy purchases in the form of thermal energy, select *Thermal* and continue. The Dashboard will automatically switch the following fields to match the data requested: Electricity: There are two fields that appear below the *Electric* or *Thermal*? category, the first being "Electricity Purchased (MWh)" and the second being "Purchased Cost ($)". See the image below:



<table>
<tr>
<td></td>
<td>
<table>
<tr>
<td></td>
<td>
Complete these fields by entering the total green energy electricity purchased (in MWh) in the first field, then enter the cost of that electricity in the field to the right.

If Thermal was selected, the following fields will appear:



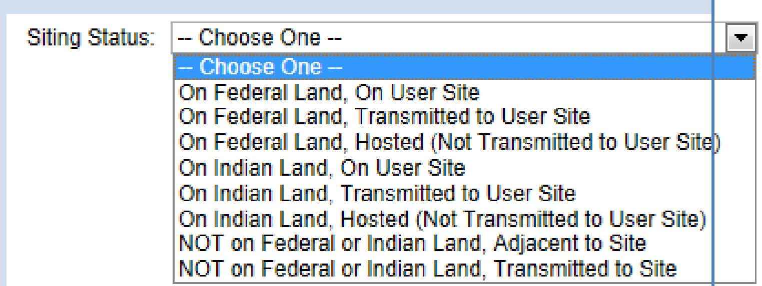
Again, enter the quantity purchased (in MMbtu) on the left, then enter the cost of those units on the right under “Purchased Cost ($).”
</td>
</tr>
</table>
</td>
</tr>
<tr>
<td>Subcategory – Renewable Energy Credit Only Purchase</td>
<td>
From the Subcategory drop-down menu, the “Renewable Energy Credit Only Purchase” option should be selected if the user is entering data related to REC purchases only. Once selected, the Dashboard will automatically refresh the page, presenting the user with the fields described below.

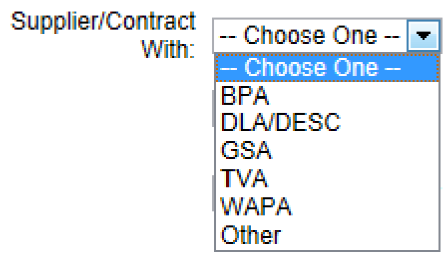
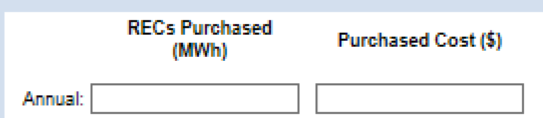
<table>
<tr>
<td>Data Entry Period Type</td>
<td>
Select the type of period breakdown that the site will be using to enter renewable energy data. The three options are as follows:

Fiscal Year by Quarter: When this option is selected, the Dashboard will automatically refresh the page to add fields for each quarter’s RECs Purchased (in MWh) and the associated Purchased Cost ($). Enter the quarterly data in these fields.

Fiscal Year by Month: When this option is selected, it automatically refreshes the page to add fields for each months’ totals in RECs Purchased (in MWh) and the associated Purchased Cost ($) of that renewable energy. Enter monthly data in the appropriate fields.

Annual: Selecting this option automatically refreshes the page, adding two fields for data entry. These fields are RECs Purchased (MWh) and the associated Purchased Cost ($). Enter the annual data in these fields.
</td>
</tr>
</table>
</td>
</tr>
</table>

Fiscal Year	This field will already be automatically populated with the current Fiscal Year.
Renewable Fuel Type	Using the provided drop-down menu, select the option that most closely matches the type of renewable energy fuel that the site is using.
Install/Service Year	Enter the year in which the renewable energy system that the site is purchasing RECs from was installed or placed in service.
Source Zip Code	Enter the zip code in which the renewable energy system that the site is purchasing green energy from is located.
Siting Status	Using the drop-down menu, select the siting option that most accurately represents the renewable energy system's location. For each option, there are two parts: the type of land the system is sited on followed by the relationship of the site to the system.  For part one: is the site on Federal land, Indian land, or neither? Part two: is the system on the user's site, is power transmitted to the user's site, is the system hosted on the site (and transmitting power to another), or is the system adjacent to the site?
Supplier/ Contract With	Using the drop-down menu, select the organization with which the site has an agreement for REC purchase. Choose from the following options:'

	 These options correspond to Bonneville Power Administration, Defense Logistics Agency's Defense Energy Support Center, General Services Administration, Tennessee Valley Authority, and Western Area Power Administration. If the REC purchases come from another source, select *Other* and describe the situation in the Additional Information field at the bottom of the page.
Is Multi-Year Contract?	If REC purchases are being made under a multi-year contract, select *Yes*. If not, select *No*. If you select *Yes*, you must then enter the contract start and end dates in the appropriate fields.
Energy Intensity/End Use Category	Select the option that most accurately describes how the site wishes to categorize the energy intensity goals for the data related to the RECs. The choices are either *Goal Subject* or *Excluded*.
RECs Purchased/Cost	Complete these fields by entering the total RECs purchased and their associated cost over the current fiscal year. 

Billing Reference (Optional)	If the site renewables data has associated billing data, enter the reference information (billing numbers, etc.) in this field. Data entry into this field is optional.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.

Save Renewables Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the screen. Please take a moment to verify the accuracy of this data prior to clicking the “Complete Renewables” button below.
Complete Renewables Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click on “Complete Renewables” to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.

6.1.4. Green Buildings

This data category is currently under development and will not be functional for FY2014 reporting.

6.1.5. Metering

This data category is currently under development and will not be functional for FY 2014 reporting.

6.1.6. Building Inventory Change

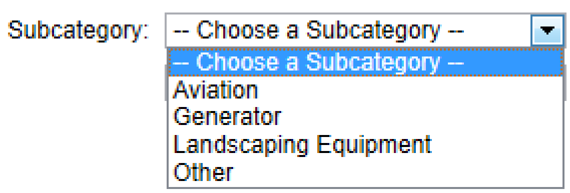
This data category is currently under development and will not be functional for FY 2014 reporting.

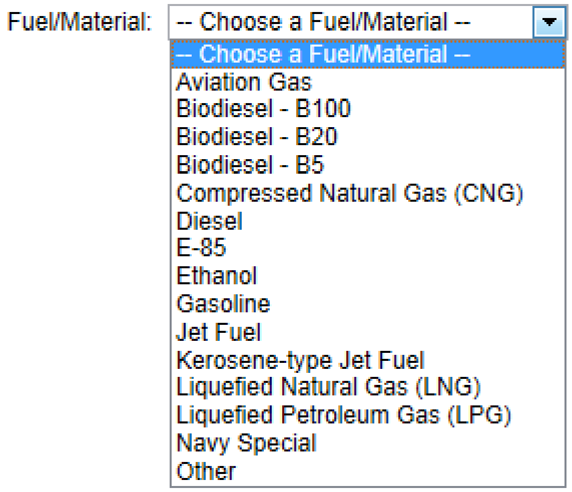
6.2. Vehicles & Equipment

Section 6.2 contains sustainability data reporting on the following categories: Non-Fleet Vehicles & Equipment Fuel, Fugitives & Refrigerants, Fleet Vehicle Fuel, and Fleet Vehicle Inventory use.

6.2.1. Non-Fleet Vehicles & Equipment Fuel

The Non-Fleet Vehicles & Equipment Fuel data category is focused on the types of fuels consumed in sources not accounted for through FAST. Guidance on how to complete the Non-Fleet Vehicles & Equipment Fuel entry form is provided below.

Site	Site name will automatically populate.
PSO	PSO will automatically populate.
Site #	Site Number (i.e., legacy EMS4 number) will automatically populate.
Category	There are no entry options for this field because there are no additional categories applicable except for Non-Fleet Vehicles & Equipment Fuel.
Subcategory	Using the drop-down menu provided, select the type of Non-Fleet vehicles for which data entry is required. The options are as follows:  If *Other* is selected, a field titled “Other Vehicles and Equipment” is automatically generated below the Subcategory drop-down box. Use this field to describe the activity that the fuel was used for.

<table>
<tr>
<td>Fuel/Material</td>
<td>
Select the type of fuel or material that was used to power the non-fleet vehicle, using the drop-down menu. The options are as follows:


If Other is selected, the Dashboard will automatically generate several fields for the user to fill in manually. The fields that will come up are described below:
<table>
<tr><td>Other</td><td>Enter what type of fuel (that is not present in the drop-down above) was used by the Non-Fleet Vehicles or Equipment here.</td></tr>
<tr><td>Other High Heat Value (HHV)</td><td>Enter the High Heat Value for the Fuel/Material that was entered in the “Other” field above. Use the “Additional Information” field to describe the units entered for HHV</td></tr>
<tr><td>Other CO_2 Emission Factor ($kgCO_2$/MMBtu)</td><td>Enter the CO_2 Emission Factor (in $kgCO_2$ per MMBtu) for the Fuel/Material that was entered in the “Other” field above.</td></tr>
<tr><td>Other CH_4 Emission Factor ($kgCH_4$/MMBtu)</td><td>Enter the CH_4 Emission Factor (in $kgCH_4$ per MMBtu) for the Fuel/Material that was entered in the “Other” field above.</td></tr>
<tr><td>Other N_2O Emission Factor (kgN_2O/MMBtu)</td><td>Enter the N_2O Emission Factor for the Fuel/Material that was entered in the “Other” field above.</td></tr>
</table>
</td>
</tr>
</table>

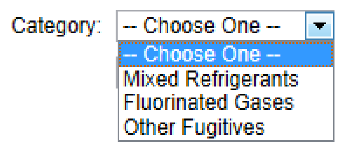
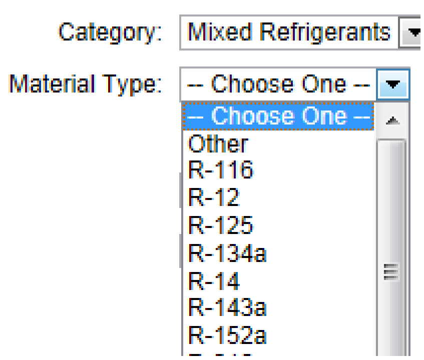
Data Entry Period Type	Select the type of period breakdown that the site will be using to enter non-fleet vehicle data. The two options are as follows: Data Entry Period Type: ◉ Fiscal Year by Quarter ○ Fiscal Year by Month *Fiscal Year by Quarter*: When this option is selected, the Dashboard automatically refreshes the page to add fields for each quarter's non-fleet vehicle fuel purchases and the associated quarterly cost in thousands of dollars. Enter the amount of non-fleet vehicle fuel purchased for each quarter and the costs in the applicable fields. *Fiscal Year by Month*: When this option is selected, the Dashboard will automatically refresh the page to add fields for each month's totals in non-fleet vehicle fuel purchases and the associated monthly cost of those purchases in thousands of dollars. Enter the amount of non-fleet vehicle fuel purchased in each month and the costs in the applicable fields.
Fiscal Year	The current fiscal year will automatically populate.
Usage Unit	This field will automatically bring up the appropriate units for the "Fuel/Material" that the user selects. For example, *Aviation Gas* must be reported in thousands of gallons, while compressed natural gas (*CNG*) must be reported in millions of BTUs.
Billing Reference	If the site non-fleet vehicle fuel data has associated billing information, enter the reference information (billing numbers, etc.) in this field. Data entry into this field is optional.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.
Save Non-Fleet Vehicles & Equipment Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the in the right hand panel of the **Data Entry Module** screen. Please take a moment to verify the accuracy of this data prior to clicking the "Complete Non-Fleet Vehicles & Equipment" button below.

Complete Non-Fleet Vehicles & Equipment Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click on "Complete Non-Fleet Vehicles & Equipment" to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.

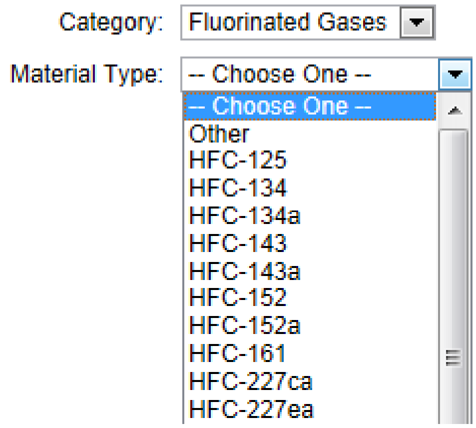
6.2.2. Fugitives & Refrigerants

The Fugitives & Refrigerants data category is focused on the site's fugitive emissions data and refrigerant use. Users should be prepared with information relating to the types of refrigerants over the course of the year.

The process for recording Fugitives and Refrigerants use through the Data Entry Module differs slightly from the CEDR. Through the CEDR, emission reporting was separated under "Mixed Refrigerants", "Fugitive Emissions", and "Industrial Processes". The Dashboard records information solely by material type: mixed refrigerants (e.g. "R-" materials), fluorinated gases (e.g. PFC, HFC, SF_6), and other fugitives (e.g. CO_2, CH_4).

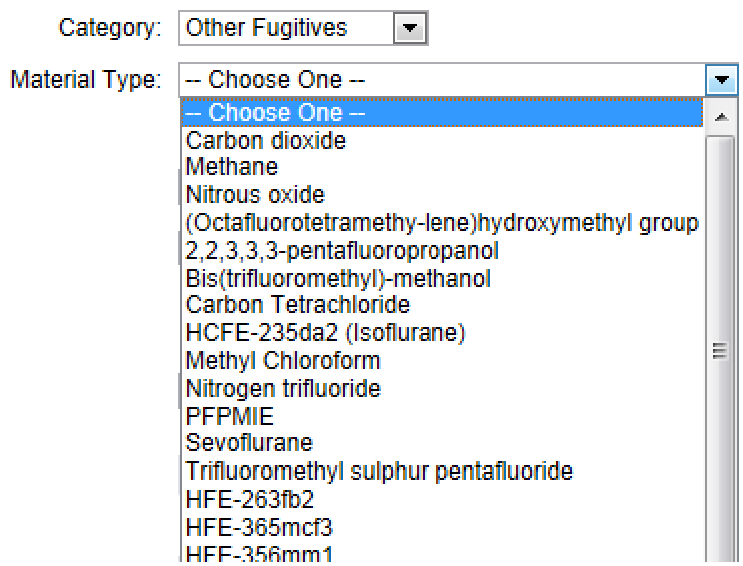
Site	Site name will automatically populate.
PSO	PSO will automatically populate.
Site #	Site Number (i.e., legacy EMS4 number) will automatically populate.
Category	Using the drop-down menu, select the type of Fugitives or Refrigerants that the site is reporting. The three options for "Category" are shown below:  *Mixed Refrigerants*: With this option selected, a new drop-down menu for the "Material Type" field is automatically generated.  Using this new menu, select the appropriate material that the site wishes to report. When a "Material Type" is selected, the next field ("Composition") will automatically be filled with the appropriate reporting units for that material.

Fluorinated Gases: With this option selected, a new drop-down menu for the “Material Type” field is automatically generated.



Using this new menu, select the appropriate material that the site wishes to report. When a “Material Type” is selected, the next field (“Composition”) will automatically be filled with the appropriate reporting units for that material.

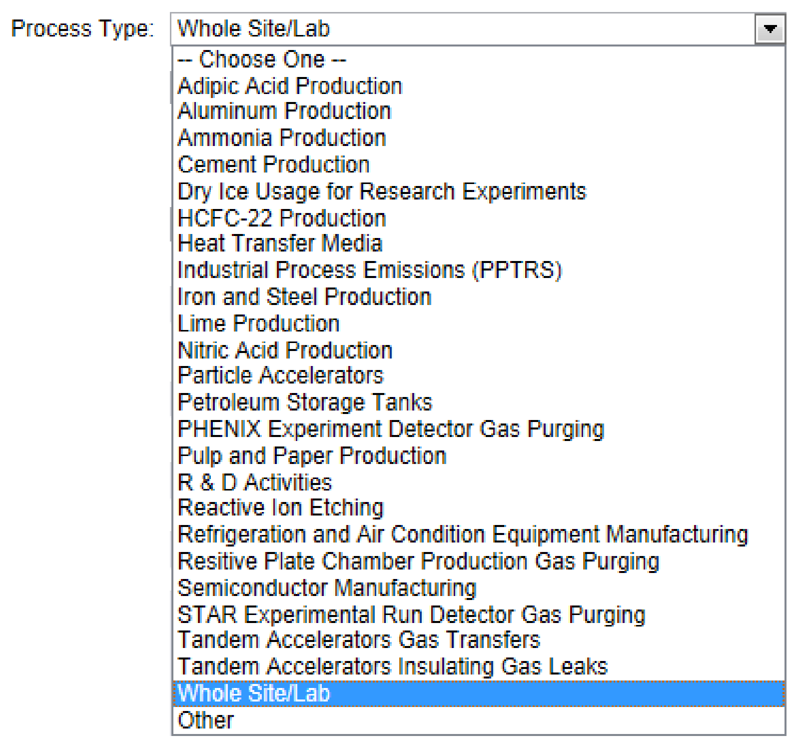
Other Fugitives: With this option selected, a new drop-down menu for the “Material Type” field is automatically generated.



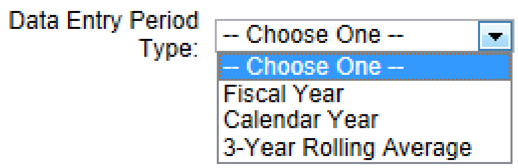
Using this new menu, select the appropriate material that the site wishes to report. When a “Material Type” is selected, the next field (“Composition”) will automatically be filled with the appropriate reporting units for that material.

<table>
<tr>
<td>Composition</td>
<td>This field will contain the appropriate units for the “Category” and “Material Type” selected in the fields above. There will be nothing manually entered into this field, unless the Other option is selected under “Material Type.” If Other is selected, the Dashboard will generate the following fields:

<table>
<tr><td>Other</td><td>Enter the material being reported here. Only use this option if the “Material Type” the site must report is not on the drop-down lists above</td></tr>
<tr><td>Composition</td><td>Enter the chemical composition of the material being reported. For example: nitrous oxide would be entered as N_2O.</td></tr>
<tr><td>Global Warming Potential (100 yr)</td><td>Enter the 100-year global warming potential of the material being reported.</td></tr>
</table>
</td>
</tr>
<tr>
<td>Process Type</td>
<td>Using the drop-down menu provided, select the “Process Type” that most accurately describes how the Fugitives and/or refrigerants are being utilized by the site. The default Whole Site/Lab option should be used if the fugitive emission is not associated with a specific process. The options are as follows:



If Other is selected, a field titled “Other Process Type” is automatically generated below the “Process Type” drop-down box. Use this field to describe the process.</td>
</tr>
</table>

<table>
<tr>
<td>Data Entry Period Type</td>
<td>Select the type of period breakdown that the site will be using to enter fugitives data. The two options are as follows:


Fiscal Year: Enter the amount of Fugitives & Refrigerants used during the Fiscal Year (October 1st through September 30th).

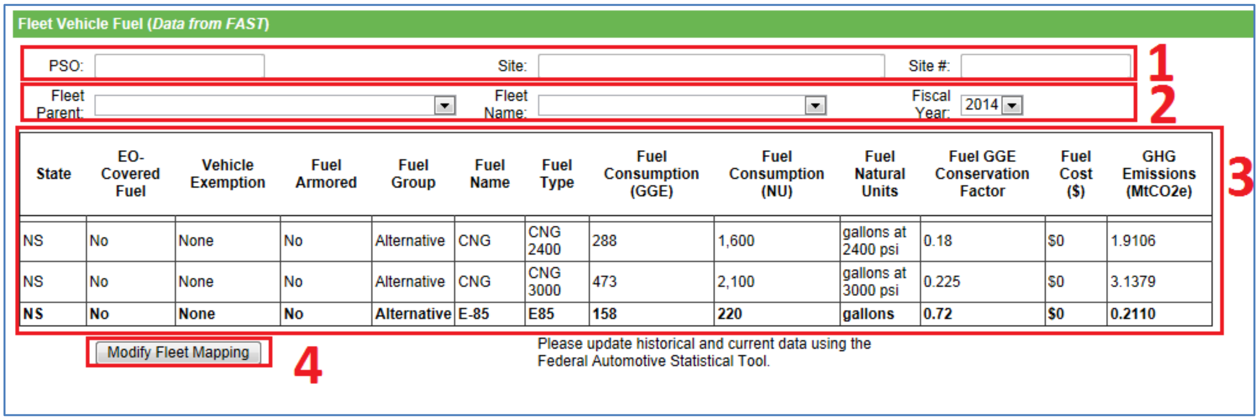
Calendar Year: Enter the amount of Fugitives & Refrigerants used during the Calendar Year (January 1st through December 31st).
3-Year Rolling Average: Select this option if data entry will be using site 3-year rolling average data.</td>
</tr>
<tr>
<td>Reporting Approach</td>
<td>Using the drop-down menu provided, select the preferred “Reporting Approach.” Note that selecting each option will result in the Dashboard reloading new reporting fields into the Data Entry Module. The user can select from the following options:
Default: Selecting this option will present the user with the following fields below that must be completed:
<table>
<tr><td>Quantity Purchased/Issued (lbs)</td><td>Enter the quantity of the Fugitives & Refrigerants purchased or issued by weight (pounds).</td></tr>
<tr><td>Quantity Returned to Supply (lbs)</td><td>Enter the quantity of the Fugitives & Refrigerants Returned to Supply (in pounds).</td></tr>
<tr><td>Cost ($, Optional)</td><td>Enter the cost of the Fugitives & Refrigerants in this field.</td></tr>
</table>

Simplified Material Balance: This “Reporting Approach” field enables the user to enter site data based on the balance of Fugitive & Refrigerant materials inventoried on site. Selecting this option will result in the page automatically loading the following fields that must be completed by the user:
<table>
<tr><td>Quantity in Storage at beginning of inventory year (lbs)</td><td>Enter (in lbs) the amount of Fugitives & Refrigerants stored in site inventory at the beginning of the inventory year.</td></tr>
</table>
</td>
</tr>
</table>

	<table><tr><td>Quantity in storage at end of inventory year (lbs)</td><td>Enter (in lbs) the amount of Fugitives & Refrigerants stored in site inventory at the end of the inventory year</td></tr><tr><td>Sum of all refrigerant acquisitions (lbs)</td><td>Enter (in lbs) the total weight of all refrigerants acquired by the site over the year.</td></tr><tr><td>Sum of all refrigerant disbursements (lbs)</td><td>Enter (in lbs) the total weight of all refrigerants disbursed by the site over the year.</td></tr><tr><td>Total capacity of refrigerant in equipment at beginning of inventory year (lbs)</td><td>Enter (in lbs) the total amount of refrigerant that can be stored in equipment at the beginning of the inventory year.</td></tr><tr><td>Total capacity of refrigerant in equipment at end of year (lbs)</td><td>Enter (in lbs) the total amount of refrigerant that can be stored in equipment at the end of the inventory year.</td></tr><tr><td>Cost ($, Optional)</td><td>Enter the cost of the Fugitives & Refrigerants in this field.</td></tr></table>
Billing Reference	If the site fugitives & refrigerants data has associated billing information, enter the reference information (billing numbers, etc.) in this field. Data entry into this field is optional.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.
Save Fugitives and Refrigerants Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the **Data Entry Module** screen. Please take a moment to verify the accuracy of this data prior to clicking the “Complete Fugitives" button below.
Complete Fugitives and Refrigerants Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click on “Complete Fugitives and Refrigerants” to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.

6.2.3. Fleet Vehicle Fuel

The Fleet Vehicle Fuel data category provides a way to view fuel use data; however, data entry must be performed through FAST, according to FAST guidelines. The Dashboard will automatically upload current year FAST data as it becomes available. This data can be manipulated by the user through the use of several filters that appear above the data table. An example of this follows:



Fleet Vehicle Fuel (*Data from FAST*)

PSO: Site: Site #: 1

Fleet Parent: Fleet Name: Fiscal Year: 2014 2

State	EO-Covered Fuel	Vehicle Exemption	Fuel Armored	Fuel Group	Fuel Name	Fuel Type	Fuel Consumption (GGE)	Fuel Consumption (NU)	Fuel Natural Units	Fuel GGE Conservation Factor	Fuel Cost ($)	GHG Emissions (MtCO2e)
NS	No	None	No	Alternative	CNG	CNG 2400	288	1,600	gallons at 2400 psi	0.18	$0	1.9106
NS	No	None	No	Alternative	CNG	CNG 3000	473	2,100	gallons at 3000 psi	0.225	$0	3.1379
NS	**No**	**None**	**No**	**Alternative**	**E-85**	**E85**	**158**	**220**	**gallons**	**0.72**	**$0**	**0.2110**

3

Modify Fleet Mapping 4

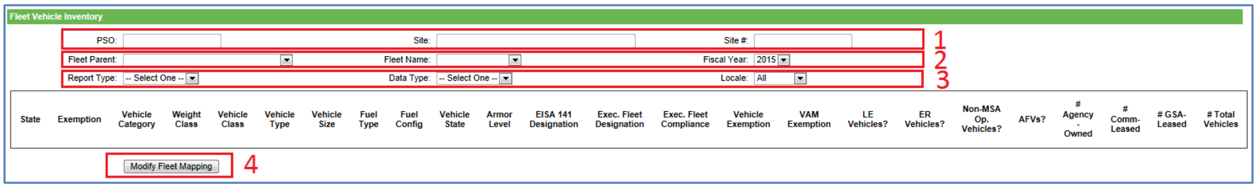
Please update historical and current data using the Federal Automotive Statistical Tool.

Each key section of the Fleet Vehicle Fuel **Data Entry Module** has been highlighted with red and has been numbered to enable the explanation given below.

1. Site Information: These three fields provide site identifying information in the form of "PSO", "Site Name", and "Site Number".
2. Filters: There are three filters that enable the user to sort data. The first filter, "Fleet Parent," provides a drop-down menu that allows the user to select the agency or office that controls the fleet of vehicles in question. The second filter, "Fleet Name," allows the user to select from a list of vehicle fleets associated with the user's site and credentials. The third filter allows the user to choose the "Fiscal Year."
3. Data Table: Information entered under FAST will be displayed in this area.
4. Modify Fleet Mapping Button: Fleet names in FAST differ from site names for sustainability. In 2009 the fleet names in FAST were mapped to match the main site names. The fleet fuel data on this page reflects this adjusted mapping. If the fleet names in the drop down filter are incorrect, a request may be submitted to change the mapping.

6.2.4. Fleet Vehicle Inventory

The Fleet Vehicle Inventory data category provides a way to view fleet vehicle inventory data; however, data entry must be performed through FAST according to FAST guidelines. The Dashboard will automatically upload current year FAST data as it becomes available. This data can be manipulated by the user through the use of several filters that appear above the data table. An example of this follows:



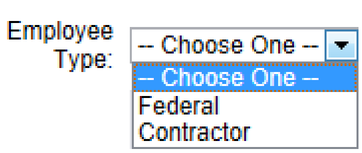
1. Site Information: These three fields provide site identifying information in the form of "PSO", "Site Name", and "Site Number".
2. Filters: There are six filters that enable the user to sort data.
    a. "Fleet Parent": Provides a drop-down menu that allows the user to select the agency or office that controls the fleet of vehicles in question.
    b. "Fleet Name": Allows the user to select from a list of vehicle fleets associated with the user's site and credentials.
    c. "Fiscal Year": Different fiscal years can be selected for data viewing.
    d. "Report Type": There are three options available from the drop-down menu on this filter – *Acquisition, Disposal*, and *Inventory*. Acquisition reports show vehicles acquired over the fiscal year. Disposal reports show vehicles disposed of over the year. Inventory reports show the vehicle inventory for the fleet/site selected.
    e. "Data Type": The drop down menu provides four options. Users can selected Actual, Planned, Projected, or Forecast.
    f. "Locale": The location of the vehicle fleet is the subject of this filter. Data can be refined by two options, either *All* or *Domestic*.
3. Data Table: Information entered under FAST will be displayed in this area.
4. Modify Fleet Mapping Button: Fleet names in FAST differe from site names for sustainability. In 2009 the fleet names in FAST were mapped to main site names. The fleet inventory data in this page is reflective of this mapping. If the fleet names in the drop down filter is incorrect, this button can be used to modify mapping.

6.3. Travel & Commute

Section 6.3 contains guidance for the Air Travel, Ground Travel, and Commute data categories.

6.3.1. Air Travel

The Air Travel data category is primarily focused on the site's use of air travel for transportation and associated GHG emissions. Users should be prepared with data on how many air miles travelled by their employees. Guidance on how to complete the Air Travel entry form is provided below.

Site	Site name will automatically populate.
PSO	PSO will automatically populate.
Site #	Site Number (i.e., legacy EMS4 number) will automatically populate.
Category	The field will already be populated with *Business Air Travel*, as there are no other options for Categories under Air Travel.
Fuel Type	This field will already be auto-populated with *Jet Fuel*, as there are no alternative options under Air Travel.
Fiscal Year	The current fiscal year will automatically populate.
Employee Type: *Federal*	Select the *Federal* option from the "Employee Type" drop-down menu if the user intends to enter data for Federal employees.  When *Federal* is selected, the Dashboard will automatically generate the following fields that must be completed prior to submission:

Flight Type: GSA Travel MIS

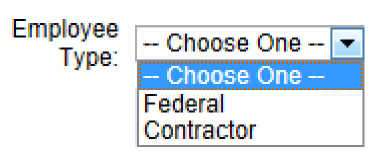
GSA Organization Name	Using the drop-down menu, select the GSA organization. If no data has been entered for a Federal organization, select the *No Federal Organization Data Entered* option.
Upload Date	This field will be automatically populated with the date where the GSA data was last uploaded by SPO.
Usage Amount	This field will be automatically populated with data from the GSA GovTrip system.
Usage Unit	Data must be entered in lbs CO_2, so this field cannot be changed.

Flight Type: User Entry

Short Haul (<300 miles) Usage Amount	Enter the amount of miles logged by Federal personnel for trips of a short duration: less than 300 miles.
Medium Haul (300 miles ≤ x < 700 miles) Usa e Am unt	Enter the amount of miles logged by Federal personnel for trips of Medium duration between 300 and 700 miles.
Long Haul (≥ 700 miles) Usage Amount	Enter the amount of miles logged by Federal personnel for trips of lon dur tion: greater than 700 miles.
Unknown Usage Amount	Enter the amount of miles logged by Federal personnel for which the breakout by Short, Medium, or Long Haul is unknown.

Employee Type: *Contractor*

Select *Contractor* from the “Employee Type” drop-down menu if the user intends to enter Air Travel data for Contracted employees.



When selected, the Dashboard will automatically generate the following fields that must be completed prior to submission:

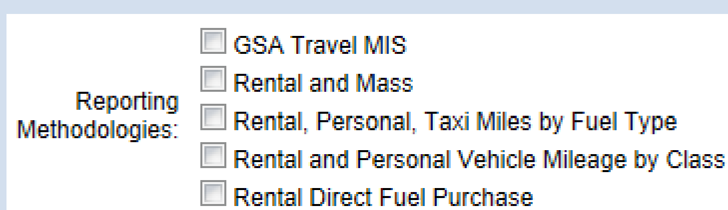
Contractor Name/Designation **Flight Type: User Entry**	Enter contractor’s identifying information.
Short Haul (<300 miles) Usage Amount	Enter the amount of miles logged by Contractor personnel for trips of a short duration: less than 300 miles.

	Medium Haul (300 mil s ≤ x < 700 miles) Usage Amount	Enter the amount of miles logged by Contractor personnel for trips of Medium duration between 300 and 700 mi es.
	Long Haul (≥ 700 miles) Usage Amount	Enter the amount of miles logged by Contractor personnel for trips of long duration: greater than 7 0 ile .
	Unknown Usage Amount	Enter the amount of miles logged by Federal personnel for which the breakout by Short, Medium, or Long Haul is unknown.
Cost ($, Optional)	Enter the total cost of Business Air Travel if data is available.	
Billing Reference (Optional)	If site air travel data has associated billing data, enter the reference information (billing numbers, etc.) in this field. Data entry for this field is optional.	
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.	
Save Air Travel Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the **Data Entry Module** screen. Please take a moment to verify the accuracy of this data prior to clicking "Complete Business Air Travel.	
Complete Business Air Travel Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click "Complete Business Air Travel" to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.	

6.3.2. Ground Travel

The Ground Travel data category is primarily focused on the site's use of ground travel for transportation and associated GHG emissions. Users should be prepared with ground travel mileage and fuel efficiency data. Guidance for completing the Ground Travel data category is provided below.

<table>
<tr><td>Site</td><td>Site name will automatically populate.</td></tr>
<tr><td>PSO</td><td>PSO will automatically populate.</td></tr>
<tr><td>Site #</td><td>Site Number (i.e., legacy EMS4 number) will automatically populate.</td></tr>
<tr><td>Category</td><td>The field will already be populated with Business Ground Travel, as there are no other options for Categories under Ground Travel.</td></tr>
<tr><td>Fiscal Year</td><td>The current fiscal year will automatically populate.</td></tr>
<tr><td>Employee Type: Federal</td><td>If data entry is required for Federal personnel, select Federal from the "Employee Type" drop-down menu. When selected, the Dashboard will automatically update to produce the following fields that must be completed prior to submission:
<table>
<tr><td>GSA Organization Name</td><td>Enter the GSA organization name.</td></tr>
<tr><td>Reporting Methodologies</td><td>The user will be presented with the following options with checkboxes. If selected, each box will cause the Dashboard to automatically update and present the user with the appropriate fields for data entry for each type of ground travel.



GSA Travel MIS: When this box is selected, the data entry fields shown on the following page automatically appear. For this data entry option, enter (in total miles traveled) the cumulative Federal business miles traveled using ground transportation.</td></tr>
</table></td></tr>
</table>

Methodology:	GSA Travel MIS
Usage Unit:	Total Miles Traveled
Federal Usage:	

Rental and Mass: When this box is selected, the data entry fields shown below automatically appear. For this data entry option, use the first column to enter the total number of agency/business ground travel trips for each classification of transportation. In the second column, enter the average number per trip for each classification. If the average miles per trip is unknown, click the "Check for Default" box to populate the default miles per trip.

Methodology:	Rental and Mass Transit Number of Business Trips by Fuel Type	
Usage Unit:	Number of Agency Business Trip	Average Miles per Trip ☐ Check for Default
Passenger Car (Gasoline):		
SUV or Truck (Gasoline):		
SUV or Truck (Diesel):		
Bus (Diesel):		
Commuter Rail (Diesel):		
Intercity Rail (Diesel):		
Metro/Transit Rail (Electric):		

Rental, Personal, Taxi Miles, by Fuel Type: When this box is selected, the data entry fields shown below automatically appear. For this data entry option, enter (in total miles traveled) the cumulative Federal business miles traveled using ground transportation, broken down into three separate classifications of fuel type.

Methodology:	Rental, Personal, Taxi Miles by Fuel Type
Usage Unit:	Total Miles Traveled
Passenger Car (Gasoline):	
SUV or Truck (Gasoline):	
SUV or Truck (Diesel):	

Rental and Personal Vehicle Mileage by Class: When this box is selected, the data entry fields shown below automatically appear. For this data entry option, enter (in total miles traveled) the cumulative Federal business miles traveled using each classification of vehicle.

Methodology:	**Rental and Personal Vehicle Mileage by Class**
Usage Unit:	**Mileage by Vehicle Type**
Economy (Gasoline):	
Compact (Gasoline):	
Midsize (Gasoline):	
Full Size (Gasoline):	
Luxury (Gasoline):	
Minivan/Wagon (Gasoline):	
Small SUV (Gasoline):	
Medium SUV (Gasoline):	
Large SUV (Gasoline):	
Passenger Van (Gasoline):	
1/2 Ton Pickup (Gasoline):	
Unknown (Gasoline):	

Rental Direct Fuel Purchase: This data entry option allows the user to report the amount of fuel purchased for site business travel and the average number of miles that vehicles travel per trip. When this box is selected, the fields shown on the following page will automatically appear for user data entry. In the left hand column, enter the total quantity of fuel purchased for each vehicle classification. In the right hand column, enter the average miles per gallon of each of these vehicle classes used for Federal business transport.

Methodology:	Rental Direct Fuel Purchase	
Usage Unit:	Total Quantity Fuel Purchased	Average Miles per Gallon ☐ Check for Default
Passenger Car (Gasoline):		
SUV or Truck (Gasoline):		
SUV or Truck (Diesel):		

Employee Type: Contractor

If data entry is required for Contracted personnel, select the *Contractor* from the "Employee Type" drop-down menu:

Employee Type: Contractor
- -- Choose One --
- Federal
- Contractor

When selected, the Dashboard will automatically update to produce the following fields that must be completed prior to submission:

Contractor Name/Designation	Enter the name of the contractor or the contractor designation.
Reporting Methodologies:	*Rental and Mass Transit Number of Business Trips by Fuel Type:* When this box is selected, the table below is produced for data entry. In the left column, please enter the total number of trips made for the year for each type of vehicle (passenger car, SUV or truck, etc.). In the second column, enter the average mileage per trip for the corresponding vehicle type. If the miles per trip value is unknown, click the "Check for Default" box to populate it with default values.

Methodology:	Rental and Mass Transit Number of Business Trips by Fuel Type	
Usage Unit:	Number of Agency Business Trip	Average Miles per Trip ☐ Check for Default
Passenger Car (Gasoline):		
SUV or Truck (Gasoline):		
SUV or Truck (Diesel):		
Bus (Diesel):		
Commuter Rail (Diesel):		
Intercity Rail (Diesel):		
Metro/Transit Rail (Electric):		

Rental, Personal, Taxi Miles by Fuel Type : When selecting *this option*, the table below is automatically generated. Enter the total amount of miles traveled for each vehicle/fuel combination as appropriate.

Methodology:	**Rental, Personal, Taxi Miles by Fuel Type**
Usage Unit:	**Total Miles Traveled**
Passenger Car (Gasoline):	
SUV or Truck (Gasoline):	
SUV or Truck (Diesel):	

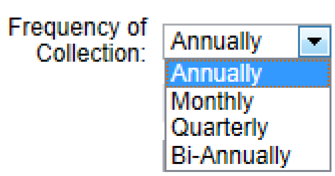
Rental and Personal Vehicle Mileage by Class : By selecting this option, the following table is automatically generated. Enter the total mileage for each vehicle/fuel combination as appropriate.

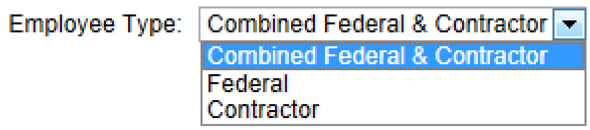
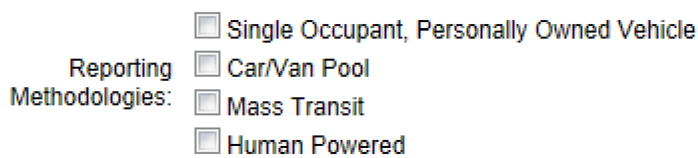
Methodology:	**Rental and Personal Vehicle Mileage by Class**
Usage Unit:	**Mileage by Vehicle Type**
Economy (Gasoline):	
Compact (Gasoline):	
Midsize (Gasoline):	
Full Size (Gasoline):	
Luxury (Gasoline):	
Minivan/Wagon (Gasoline):	
Small SUV (Gasoline):	
Medium SUV (Gasoline):	
Large SUV (Gasoline):	
Passenger Van (Gasoline):	
1/2 Ton Pickup (Gasoline):	
Unknown (Gasoline):	

<table>
<tr><td></td><td>Rental Direct Fuel Purchase: When selecting this option under “Reporting Methodologies,” the following table is produced. Enter the total quantity of fuel purchased for each vehicle/fuel combination in gallons in the left column. In the right column, enter the calculated fuel efficiency of these vehicles in miles per gallon. If the average miles per gallon is unknown, click the “Check for Default” box to populate the column with the default miles per gallon.
<table>
<tr><td>Methodology:</td><td colspan="2">Rental Direct Fuel Purchase</td></tr>
<tr><td>Usage Unit:</td><td>Total Quantity Fuel Purchased</td><td>Average Miles per Gallon
☐ Check for Default</td></tr>
<tr><td>Passenger Car (Gasoline):</td><td></td><td></td></tr>
<tr><td>SUV or Truck (Gasoline):</td><td></td><td></td></tr>
<tr><td>SUV or Truck (Diesel):</td><td></td><td></td></tr>
</table></td></tr>
<tr><td>Cost ($, Optional)</td><td>Enter the total cost of Business Ground Travel if data is available.</td></tr>
<tr><td>Billing Reference (Optional)</td><td>If site ground travel data has associated billing data, enter the reference information (billing numbers, etc.) in this field. Data entry for this field is optional.</td></tr>
<tr><td>Additional Information (Optional)</td><td>This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.</td></tr>
<tr><td>Save Ground Travel Data Button</td><td>This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the Data Entry Module screen. Please take a moment to verify the accuracy of this data prior to clicking the “Complete Business Ground Travel“ button.</td></tr>
<tr><td>Complete Business Ground Travel Button</td><td>Prior to submission, please make sure to verify the accuracy of the data through the QA/QC Module (See Section 5.2 for more information). Once you have confirmed the data, click on “Complete Business Ground Travel” to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking Yes you will no longer be able to edit data without having your reviewer reject the dataset.</td></tr>
</table>

6.3.3. Commute

The Commute data category is primarily focused on the site personnel commuting habits. Users should be prepared with commuting data for their sites, including miles traveled and mode of transportation. Guidance on how to complete the Commute entry form is provided below.

Site	Site name will automatically populate.
PSO	PSO will automatically populate.
Site #	Site Number (i.e., legacy EMS4 number) will automatically populate.
Category	The field will already be populated with *Commuter Travel*, as there are no additional data entry options for this page.
Fiscal Year	The current fiscal year will automatically populate.
Frequency of Collection	Using the drop-down menu provided, select the option that most accurately describes the site's commuter data collection frequency. The options are as follows: 
Name/Designation	Enter a custom name for the data being entered. One potential use for this field is if commute data for multiple contractors is being entered and the user wishes to enter them separately rather than aggregate in a single entry.

Employee Type	Using the drop-down menu provided, select the personnel breakdown for how data will be entered for the site. If Federal employee data is to be entered only (or separately), or if contractor data must be entered separately, select either one of those options. If both Federal and contractor data is to be entered together, pick the combined option. 
Reporting Methodologies: *Single Occupant, Personally Owned Vehicle*	The Reporting Methodologies section presents the user with four checkboxes that each allow for different types of data entry. The user should only select the boxes for which they wish to enter data. These boxes will appear as in the image below:  When the *Single Occupant, Personally Owned Vehicle* box is selected, the following table will be generated for data entry. In the left column, please enter the total number of miles driven per day for each type of vehicle (passenger car, SUV or truck, etc.). In the second column, enter the average commute days per year for the corresponding vehicle/fuel combination. The “Check for Default” box automatically populates the “Average Commute Days per Year” column with default values.

Methodology:	Single Occupant, Personally Owned Vehicle	
Usage Unit:	Combined Miles per Day by all Employees	Average Commute Days per Year for Method ☐ Check for Default
Passenger Car (Gasoline):		
Passenger Car (Diesel):		
Passenger Car (Hybrid):		
SUV or Truck (Gasoline):		
SUV or Truck (Diesel):		
SUV or Truck (Hybrid):		
Motorcycle (Gasoline):		

Reporting Methodologies: *Car/Van Pool*

When the *Car/Van Pool* box is checked, the following fields are automatically generated. Enter the total amount of miles traveled per day in the left column, and the average commute days per year in the right column for each vehicle/fuel combination as appropriate. The "Check for Default" box automatically populates the "Average Commute Days per Year" column with default values.

Methodology:	Car/Van Pool	
Usage Unit:	Combined Miles per Day by all Employees	Average Commute Days per Year for Method ☐ Check for Default
Car Pool (Gasoline):		
Van Pool (Gasoline):		

<table>
<tr>
<td>Reporting Methodologies:
Mass Transit</td>
<td>By selecting Mass Transit as one of the “Reporting Methodologies,” the table that follows is automatically generated. Enter the total mileage for each transportation type/fuel combination as appropriate in the left column. In the right column, enter the average commute days per year that method of Mass Transit is used. The “Check for Default” box automatically populates the “Average Commute Days per Year” column with default values.
<table>
<tr><td>Methodology:</td><td colspan="2">Mass Transit</td></tr>
<tr><td>Usage Unit:</td><td>Combined Miles per Day by all Employees</td><td>Average Commute Days per Year for Method
☐ Check for Default</td></tr>
<tr><td>Bus (Diesel):</td><td></td><td></td></tr>
<tr><td>Commuter Rail (Diesel):</td><td></td><td></td></tr>
<tr><td>Intercity Rail (Diesel):</td><td></td><td></td></tr>
<tr><td>Metro/Transit Rail (Electric):</td><td></td><td></td></tr>
</table>
</td>
</tr>
<tr>
<td>Reporting Methodologies:
Human Powered</td>
<td>By checking the Human Powered box under “Reporting Methodologies,” the table shown below is automatically generated. Enter total miles traveled per day by all employees in the left column for both Walking and Cycling. In the right column, enter the average commute days per year for the corresponding transportation mode. The “Check for Default” box automatically populates the “Average Commute Days per Year” column with default values.
<table>
<tr><td>Methodology:</td><td colspan="2">Human Powered</td></tr>
<tr><td>Usage Unit:</td><td>Combined Miles per Day by all Employees</td><td>Average Commute Days per Year for Method
☐ Check for Default</td></tr>
<tr><td>Walking:</td><td></td><td></td></tr>
<tr><td>Cycling:</td><td></td><td></td></tr>
</table>
</td>
</tr>
</table>

Collection Method	The preferred method of data collection is through an employee survey on commuting habits. If that is not an available option at your site, other methods could include parking lot audits or employee HR records (e.g. using zip code to estimate travel distance).
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.
Save Employee Commute Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the **Data Entry Module** screen. Please take a moment to verify the accuracy of this data prior to clicking the "Complete Employee Commuting."
Complete Employee Commuting Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click "Complete Employee Commuting" to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.

6.4. Waste

Waste related sustainability data includes categories for Municipal Solid Waste, Waste Diversion, and Wastewater Treatment.

6.4.1. Municipal Solid Waste

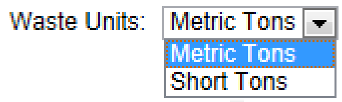
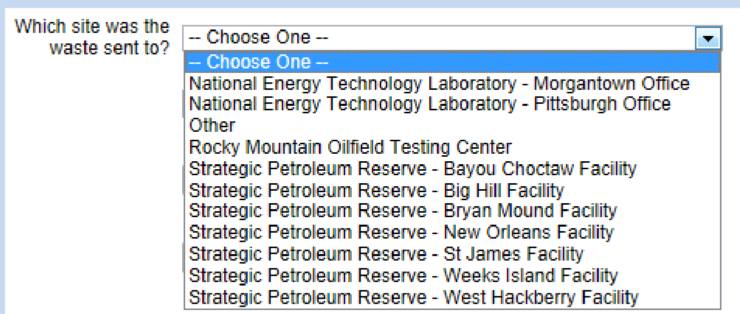
The Landfill & Municipal Solid Waste data category is primarily focused on the site's diffusion of waste to waste facilities and landfills. Users should be prepared with data on how wastes were disposed of, where that waste was sent, and the gas collection processes of those sites (if applicable). Guidance for completing the Landfills & Municipal Solid Waste data category is provided below.

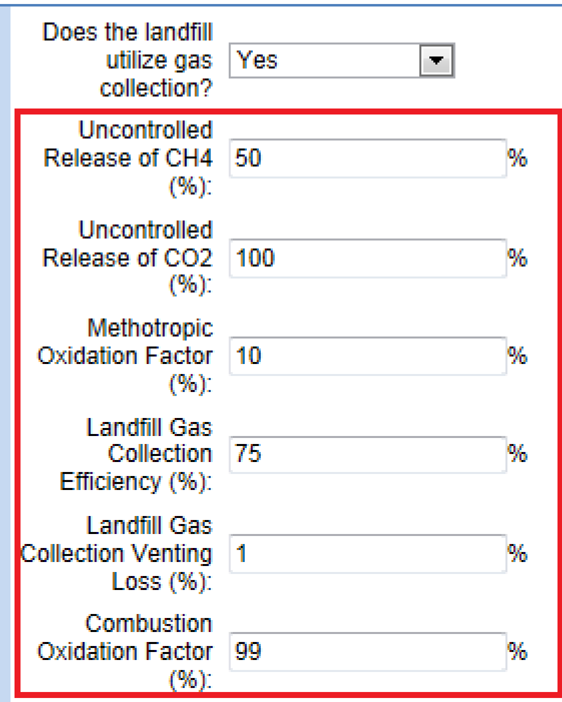
<table>
<tr><td>Site</td><td>Site name will automatically populate.</td></tr>
<tr><td>PSO</td><td>PSO will automatically populate.</td></tr>
<tr><td>Site #</td><td>Site Number (i.e., legacy EMS4 number) will automatically populate.</td></tr>
<tr><td>Category</td><td>
Using the drop-down menu, select whether the data is for On-Site waste, or for Off-Site/Contracted waste. The Dashboard will automatically update the fields and generate the appropriate fields needed to complete the "Category."

Off Site/Contracted

For this selection, the following fields will be generated and must be completed:

<table>
<tr><td>Data Entry Period Type</td><td>The only option for this field is Fiscal Year, so it will be already populated without any additional options.</td></tr>
<tr><td>Fiscal Year</td><td>The current Fiscal Year will automatically be entered in the field.</td></tr>
<tr><td>Landfill Name/ Designation</td><td>Enter the name of the landfill to which waste was directed.</td></tr>
</table>
</td></tr>
</table>

	Amount of Waste Sent to Landfill	Enter the total weight of the waste sent to the landfill. Ensure that the appropriate units are selected from the drop-down box in the “Waste Units” field.
	Waste Units	For the waste amount entered in the field above, use the drop-down menu to select the appropriate units that the site is using to report this data. The options are as follows: 
	Was this waste sent to a landfill owned by another DOE site?	Using the drop-down menu, select either *Yes* or *No.* *Yes*: If the waste was sent to a landfill owned by another DOE site, select a site from the drop-down menu, “Which site was the waste sent to?” The drop-down list options are shown below:  *No*: If the waste was not sent to a landfill owned by another DOE site, select No from the drop down menu. The user must then respond to the question presented in the next field: “Do you know the properties of the landfill and its generated gas from your waste contractor?” *No* is the default answer to this question. However, if *Yes* is selected, you will be required to fill in the following table:

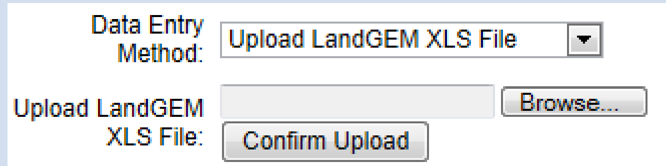
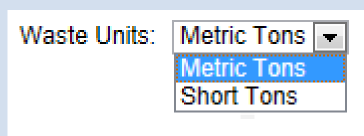


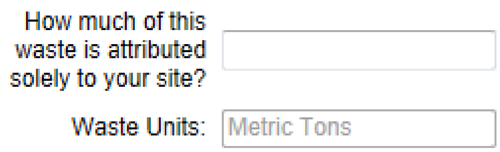
The user will be required to enter the gas collection percentages of several key gases of the landfill in question. Enter the information requested in the fields shown above (highlighted in red) to complete this section.

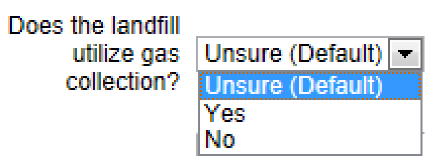
On-Site

For this selection, the following fields will be generated and must be completed:

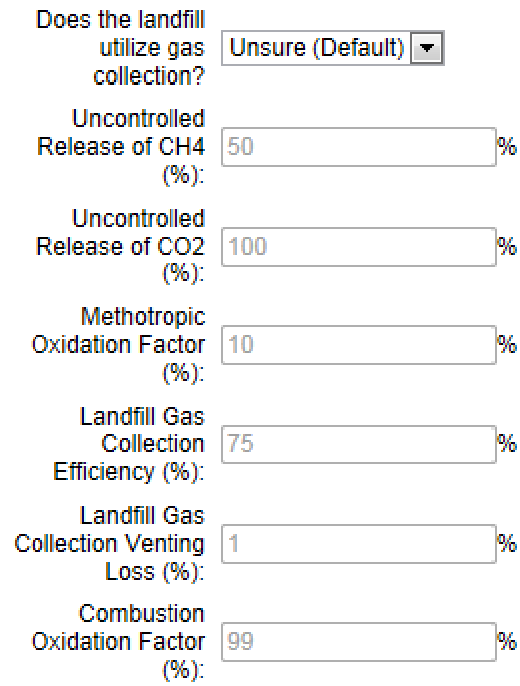
Data Entry Period Type	The only option for this field is Fiscal Year, so it will be already populated without any additional options.
Fiscal Year	The current Fiscal Year will automatically be entered in the field.
Landfill Name/ Designation	Enter the name of the landfill to which waste was directed.
Data Entry Method	LandGEM (Landfill Gas Emissions Model) data is required for this Category. The drop-down menu for this field gives the user the option to enter the LandGEM data manually, or upload a LandGEM XLS File. If the

	upload option is selected, a data upload field is automatically generated, as shown below.  The upload module is set up to record the necessary values from the default file from EPA, and may not record the proper values if rows or columns have been added to EPA's default file. If *Manually Enter LandGEM Data* is selected, then the user will be required to fill out the remainder of the fields on the **Data Entry Modul**e.
Amount of Waste Sent to Landfill	Enter the total weight of the waste sent to the landfill. Ensure that the appropriate units are selected from the drop-down box in the field below.
Waste Units	For the waste amount entered in the field above, use the drop-down menu to select the appropriate units that the site is using to report this data. The options are as follows: 
Landfill Open Year	Enter the four digit year in which the landfill was opened.
Landfill Close Year	Enter the four digit year in which the landfill was closed (if applicable).
LandGEM Generated CH_4 (Mg/year)	Enter the amount of methane (measured in Mg per year) that was generated by the aforementioned landfill.
LandGEM Generated CO_2 (Mg/year)	Enter the amount of carbon dioxide (measured in Mg per year) that was generated by the aforementioned landfill.

<table>
<tr>
<td></td>
<td>Does the entered value include waste that was accepted from another DOE site?</td>
<td>If waste was accepted from another DOE site, select Yes from the drop-down menu. If not, select No. When an option is selected from this menu, the page will automatically update to generate the fields necessary for data completion. When the Yes option is selected, the following fields appear:


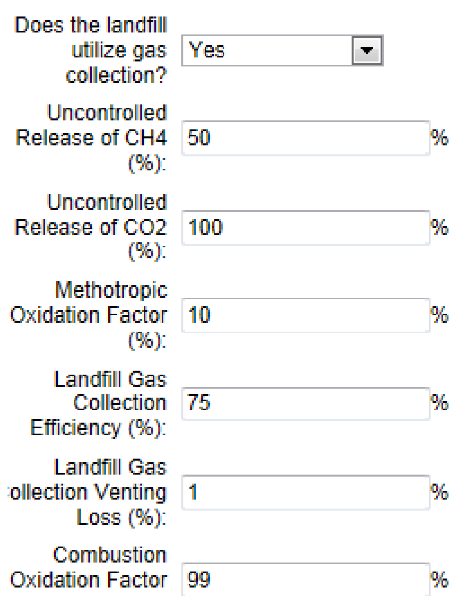
Enter the amount (in Metric Tons, as the second field units cannot be changed) of the waste reported above that is attributed solely to the user’s site.
If the No option is selected, the above fields will not appear.</td>
</tr>
<tr>
<td>Does the Landfill utilize gas collection?</td>
<td colspan="2">Using the drop-down menu, select the option that most accurately describes the landfill’s gas collection status. If the landfill utilizes gas collection, select Yes. If not, select No. If uncertain, pick Unsure (Default). When an option is selected from this menu, the page will automatically refresh to generate the fields necessary for data entry completion.


Note that when any of the options are selected, the Dashboard displays the required fields for completion. If Unsure (Default) is selected, the following fields appear:</td>
</tr>
</table>



Note that these fields have their entries in gray, so no changes can be made. These are the default settings for the following fields.

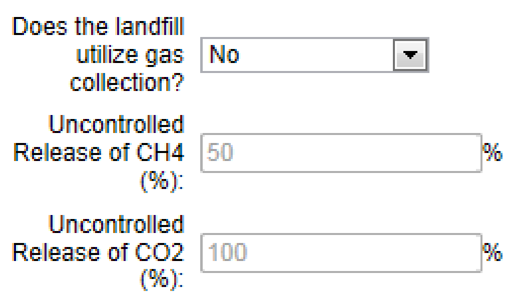
If *Yes* is selected, the site will enable the user to make changes, as shown below:



Uncontrolled Release of CH_4 (%)	Enter % (by volume) of CH_4 lost in uncontrolled and enter information on how it was obtained in the “Additional Information” field.
Uncontrolled Release of CO_2 (%)	Enter % (by volume) of CO_2 lost in uncontrolled and enter information on how it was obtained in the “Additional Information” field.
Methotropic Oxidation Factor (%)	Enter the methotropic bacteria oxidation factor and enter information on how it was obtained in “Additional Information” field.
Landfill Gas Collection Efficiency (%)	Enter an efficiency of the gas collection system and enter information on how it was obtained in “Additional Information” field.
Landfill Gas Collection Venting Loss (%)	Enter an efficiency of the venting losses of the gas collection system and enter information on how it was obtained in “Additional Information” field.
Combustion Oxidation Factor (%)	Enter the combustion oxidation factor and enter information on how it was obtained in “Additional Information” field.

The fields above are advanced data entry fields, and require data from the landfill operator to be completed. If you have not requested this data from the landfill operator or the landfill operator does not know this information, leave the default values in place.

If the user selects *No* from the drop-down menu, the following fields appear:



These fields are automatically calculated and cannot be changed.

Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.

Save Municipal Solid Waste Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the **Data Entry Module** screen. Please take a moment to verify the accuracy of this data prior to clicking the “Complete On-Site Landfills and MSW Facilities.”
Complete Municipal Solid Waste Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click “Complete Municipal Solid Waste” to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.

6.4.2. Waste Diversion

The Waste Diversion data category is primarily focused on the diversion of MSW and Construction & Demolition wastes from the user's site to landfills or other waste facilities. The facilities considered here can be on- or off-site. Users should be prepared with data on how much waste was dispersed, including how much was sent through recycling on composting processes. Guidance on how to complete the Waste Diversion data category is provided below.

<table>
<tr><td>Site</td><td>Site name will automatically populate.</td></tr>
<tr><td>PSO</td><td>PSO will automatically populate.</td></tr>
<tr><td>Site #</td><td>Site Number (i.e., legacy EMS4 number) will automatically populate.</td></tr>
<tr><td>Category: Municipal Solid Waste</td><td>The drop-down menu for Category has two options: Municipal Solid Waste and Construction & Demolition. Each option has a different set of sub-fields that will appear after the user selects their category. For Municipal Solid Waste, the following fields will appear:
<table>
<tr><td>Data Entry Period Type</td><td>This field will be already populated with Fiscal Year, as it is the required period type.</td></tr>
<tr><td>Fiscal Year</td><td>The current Fiscal Year will automatically be entered into this field.</td></tr>
<tr><td>Waste Sent to Off-Site Landfills (Metric Tons)</td><td>This value comes from your MSW Off-Site section data, and will be automatically generated here (if MSW data entry is complete).</td></tr>
<tr><td>Waste Sent to On-Site Landfills (Metric Tons)</td><td>This value comes from your MSW On-Site section data, and will be automatically generated here (if MSW data entry is complete).</td></tr>
<tr><td>WTE</td><td>Enter the total amount of MSW that was sent to a Waste to Energy (WTE) facility. For the purposes of Federal goals, this waste is not considered diverted.</td></tr>
</table></td></tr>
</table>

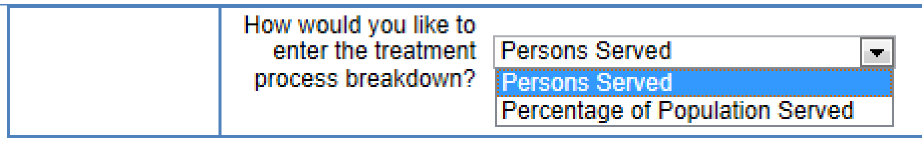
	<table><tr><td>Recycled</td><td>Enter the amount of MSW that was recycled.</td></tr><tr><td>On-Site Composting</td><td>Enter the total amount of MSW that was used for On-Site composting.</td></tr><tr><td>Off-site Composting</td><td>Enter the total amount of MSW that was used for Off-Site composting.</td></tr><tr><td>Other Diversion</td><td>Enter the total amount of MSW that was diverted for other reasons or purposes. Use the “Additional Information” field at the bottom to provide a description of the diversion(s).</td></tr><tr><td>Choose Units</td><td>For WTE, On/Off-Site Composting, and Other Diversion, enter the units in which the amounts are being reported. Options for units are Short Tons or Metric Tons.</td></tr></table>
Category: *Construction & Demolition*	The fields that are generated for the *Construction & Demolition* Category are as follows: <table><tr><td>Data Entry Period Type</td><td>This field will be automatically populated with Fiscal Year, as it is the required period type.</td></tr><tr><td>Fiscal Year</td><td>The current fiscal year will automatically be entered into this field.</td></tr><tr><td>C&D Waste Sent to Landfills</td><td>Enter the amount of C&D waste sent to landfills over this Fiscal Year. (Units are selected from drop-down menu below).</td></tr><tr><td>C&D Waste Recycled</td><td>Enter the amount of C&D recycling for this Fiscal Year. (Units are selected from drop-down menu below).</td></tr><tr><td>C&D Waste Other Diverted</td><td>Enter the amount of diverted C&D waste that was produced over the current Fiscal Year.</td></tr></table>

	Choose Units	Select the units from the drop-down menu that are being used reporting the C&D waste amounts above. The options are Metric Tons or Short Tons.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.	
Save Diversion Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the **Data Entry Module** screen. Please take a moment to verify the accuracy of this data prior to clicking "Complete Diversion."	
Complete Diversion Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click "Complete Diversion" to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.	

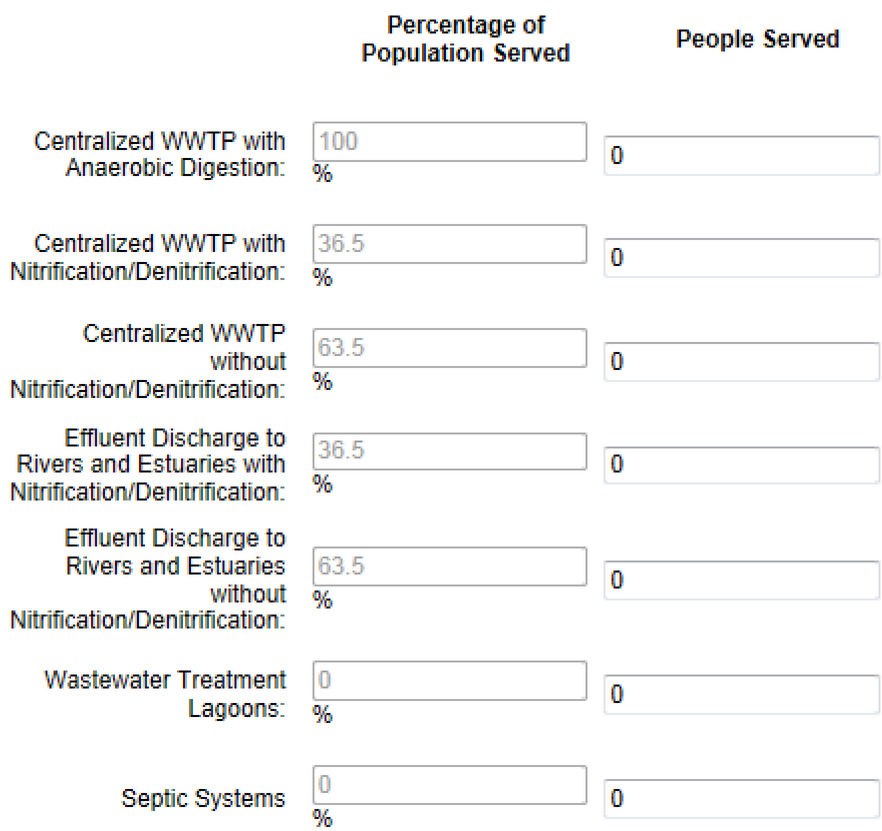
6.4.3. Wastewater Treatment

The Wastewater Treatment data category is primarily focused on data collection for site personnel who are served by wastewater treatment (WWT) processes. The user should be prepared with a complete assessment on how wastewater is treated at WWT facilities and be able to calculate how many (or what percentage) of the site's personnel are impacted by each. Guidance on how to complete the Wastewater Treatment data category is provided below.

<table>
<tr><td>Site</td><td>Site name will automatically populate.</td></tr>
<tr><td>PSO</td><td>PSO will automatically populate.</td></tr>
<tr><td>Site #</td><td>Site Number (i.e., legacy EMS4 number) will automatically populate.</td></tr>
<tr><td>Data Entry Period Type</td><td>This field is already populated, as Fiscal Year is the required reporting period type.</td></tr>
<tr><td>Fiscal Year</td><td>The current fiscal year will automatically populate.</td></tr>
<tr><td>Plant Name/Designation</td><td>Enter the name or designated title of the waste water treatment plant for which data is being entered.</td></tr>
<tr><td>Category: On-Site</td><td>If the user's site has on-site waste water treatment facilities, use the Category drop-down menu to select On-Site. The Dashboard refreshes the page to add/remove fields necessary for completing data entry. Once the fields have updated, fill in the following fields:
<table>
<tr><td>Number of Employees Served by WWT System</td><td>Use this field to enter the total number of employees serviced by the wastewater treatment system (WWT) that is on-site.</td></tr>
<tr><td>Workdays per year</td><td>The number "230" is automatically entered here, as this is the default value for Federal workdays. If your site has any deviation from this value, delete the default entry and enter the appropriate number of workdays.</td></tr>
<tr><td>How would you like to enter the treatment process breakdown?</td><td>Using the drop-down menu, select how you would like to enter the WWT data. The two options are as follows:</td></tr>
</table>
</td></tr>
</table>



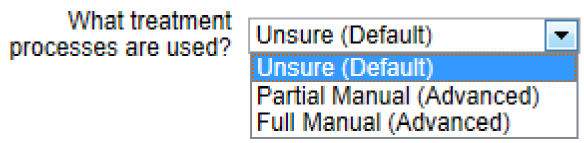
Site WWT data can be entered by total persons served or by the percentage of the total population. When each option is selected, the data entry fields beneath the drop-down menu are switched.
When *Persons Served* is selected, note that the fields beneath the column heading “People Served” are open for data entry and the fields under the column heading “Percentage of Population Served” are locked. For each field, enter the number of site personnel who are serviced by the WWT system listed. If one of these options is not present at the site, enter 0 (zero):



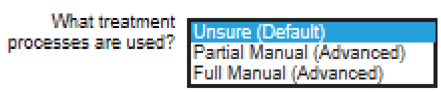
When the drop-down menu is switched to *Percentage of Population Served*, the fields are switched. The “People Served” fields are locked while the “Percentage of Population Served” fields are unlocked and ready for data entry. For each field, enter the percentage of the site population that is serviced by each type of WWT system. If one of these technologies is not present at the site or is not being used, enter 0 (zero).

Category: Off-Site/Contracted

If the user's site does not have on-site wastewater treatment facilities, and has wastewater treated by an off-site and/or by a contractor, use the Category drop-down menu to select *Off-Site/Contracted*. The Dashboard refreshes the page to add/remove fields necessary for completing data entry. Once the fields have updated, fill in the following fields:

Number of Employees Served by WWT System	Use this field to enter the total number of employees serviced by the wastewater treatment system (WWT) that is on-site.
Workdays per year	The number *230* is automatically entered here, as this is the default value for Federal workdays. If your site has any deviation from this value, delete the default entry and enter the number of workdays that the site requires.
What treatment processes are used?	Using the drop-down menu, select the way in which you would like to report treatment process data. Explanations of the three available options are provided below.  The "Unsure (Default)" value has historically been used by the vast majority of DOE sites.

When each respective option is selected, the data entry fields below this drop-down box will be automatically updated to present the user with the fields required for completion.

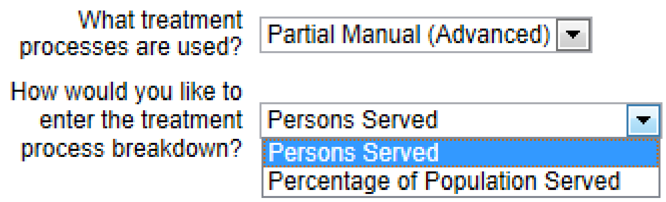


***Unsure*:**

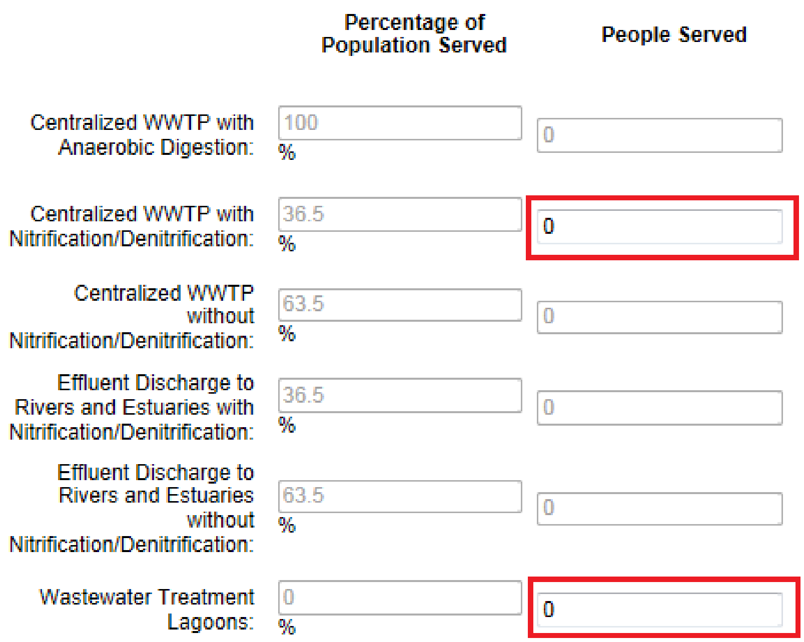
If you are uncertain about what WWT processes are being used by the off-site/contracted facility, select this option. All the fields shown below will be locked with this option, as the data required is based on the types of processes used. *Unsure* is the default option for this menu.

Partial Manual (Advanced):

When this option is selected from the drop-down menu, the Dashboard automatically generates the required fields for data entry. Because this is a partial manual entry method, only some of the fields presented to the user will need to be completed. Once *Partial Manual (Advanced)* is selected, the next field will be as follows:



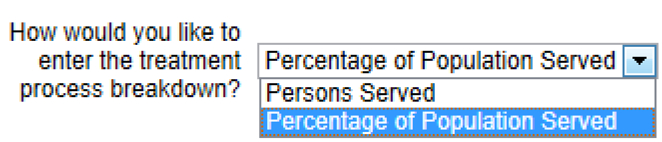
As described above, select whether you would like to enter site data based on the number of site personnel serviced by the WWT facility, or by the percentage of the site population that is serviced by each process type. This option will also cause the fields below to update, presenting the user with the following fields for data entry:

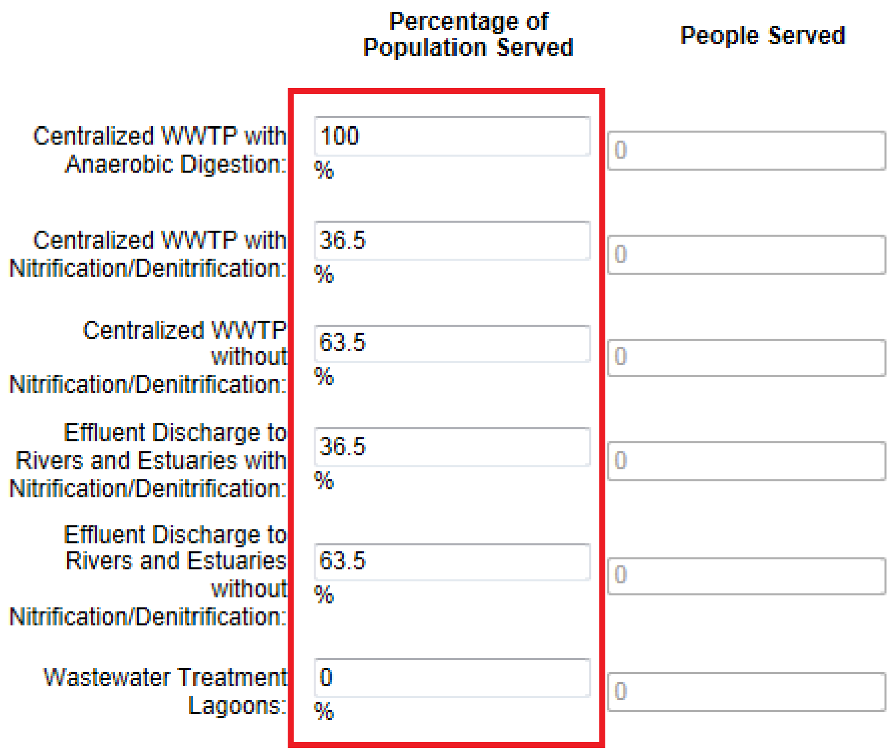


If the user selects *People Served* from the drop-down menu, then the fields for entry will be limited to the two indicated in red above. The user must then enter the number of people served by WWTP with nitrification/denitrification, and by WWT lagoons. If the user selects *Percentage of Population Served* instead, the fields will flip, requiring the user to enter site population percentage data for WWTP with nitrification/denitrification and WWT lagoons.

Full Manual (Advanced):

This option opens up all the fields shown below for data entry, hence the name *Full Manual (Advanced).* After selected, the user will be presented with the option for WWT process breakdown:



	Each option will either open or lock the fields shown below for WWT processes and the numbers of site personnel served by them. In the image shown below, the “Percentage of Population Served” option is chosen, which opens up all process type fields for the user to enter data:  Default values for these process types are automatically generated. The user must enter site-specific values in the fields in red above. If the *People Served* option is selected from the drop-down menu above, the “Percentage of Population Served” fields will be locked and the “People Served” fields will be unlocked and available for data entry instead.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.
Save Wastewater Treatment Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the **Data Entry Module** screen. Please take a moment to verify the accuracy of this data prior to clicking the “Complete Wastewater Consumption and Cost" button.

Complete Wastewater Consumption and Cost Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click “Wastewater Consumption and Cost” to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.

6.5. Evaluations & Measures

The following data categories are currently under development and will not be functional for FY 2014 reporting. Additional information will be forthcoming.

6.5.1 Covered Facilities

6.5.2 Audits & Evaluations

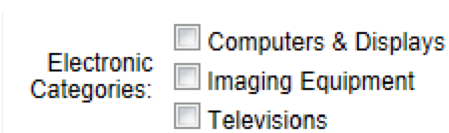
6.5.3 Conservation & Efficiency Measures

6.6. Electronic Stewardship & Data Centers

Section 6.6 provides guidance for the following data categories: Electronics Acquisition, Electronics Operations, and Electronics End-of-Life. For FY2014 reporting, the Data Centers data category is not available for use.

6.6.1. Electronics Acquisition

The Electronics Acquisition data category's primary objective is to collect data on sites' acquisition of EPEAT-designated electronics over the course of the fiscal year. Specifically, the site must report the total number of certain categories of electronics (televisions, imaging equipment, and computers & displays) along with the number of these devices that meet standards set forth under the Electronic Product Environmental Assessment Tool (EPEAT). Guidance on how to complete the Electronics Acquisition data category is provided below.

Site	Site name will automatically populate.
PSO	PSO will automatically populate.
Site #	Site Number (i.e., legacy EMS4 number) will automatically populate.
Fiscal Year	The current fiscal year will automatically populate.
Category	The field will already be populated with *Electronics Acquisition*, as there are no additional data entry options for this page.
Data Entry Period Type	This field is already populated, as Fiscal Year is the required reporting period type.
Electronic Categories: Computers & Displays	There are three Electronics Categories that the user can select using checkboxes, as shown below:  The boxes allow for multiple types of information to be entered simultaneously. With each box checked, the Dashboard will update the page and generate the required data entry fields that must be completed prior to data submission. When *Computers & Display* are selected, the following table appears:

Category:	Computers & Displays			
	Total Number Acquired	EPEAT Bronze	EPEAT Silver	EPEAT Gold
Desktops:	0	0	0	0
Displays:	0	0	0	0
Notebooks:	0	0	0	0
Integrated Desktop Computers:	0	0	0	0
Workstations:	0	0	0	0
Thin Clients:	0	0	0	0
Tablets/Slates:	0	0	0	0

The far left column contains the subcategories of equipment under *Computers & Displays*. In the column labeled “Total Number Acquired”, enter the total number of all Desktop computers, displays, notebooks, etc. that the site acquired for that Fiscal Year. In the next three columns (EPEAT Bronze, Silver, and Gold), enter how many of the total number of equipment acquired in that category qualified as EPEAT-registered products at eat of the three levels. For example, a site might have acquired 10 total tablets, of which 5 were Bronze, 3 were Silver, and 2 were Gold.

Electronic Categories: Imaging Equipment

When the *Imaging Equipment* box is checked under the field “Electronic Categories,” the following table is automatically generated for completion by the user:

Category:	Imaging Equipment			
	Total Number Acquired	EPEAT Bronze	EPEAT Silver	EPEAT Gold
Copiers:	0	0	0	0
Digital Duplicators:	0	0	0	0
Facimile (Fax) Machines:	0	0	0	0
Mailing Machines:	0	0	0	0
Multifunction Devices:	0	0	0	0
Printers:	0	0	0	0
Scanners:	0	0	0	0

Use the same approach described above: enter the total number of copiers, fax machines, printers, etc. acquired in the far left column, and then enter the number of these items that qualify under each EPEAT classification (Bronze, Silver, and Gold).

<table>
<tr><td>Electronic Categories: Televisions</td><td>When the Televisions box is checked under the “Electronic Categories” field, the following table is automatically generated for completion by the user:

<table><tr><td>Category:</td><td colspan="4">Televisions</td></tr><tr><td></td><td>Total Number Acquired</td><td>EPEAT Bronze</td><td>EPEAT Silver</td><td>EPEAT Gold</td></tr><tr><td>Televisions:</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>
Use the same approach described above: enter the total number of televisions acquired in the far left column. Then enter the number of these items that qualify under each EPEAT classification (Bronze, Silver, and Gold) in the applicable column.</td></tr>
<tr><td>Additional Information (Optional)</td><td>This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.</td></tr>
<tr><td>Save Electronics Acquisition Data Button</td><td>This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the Data Entry Module screen. Please take a moment to verify the accuracy of this data prior to clicking “Complete Electronics Acquisition.”</td></tr>
<tr><td>Complete Electronics Acquisition Button</td><td>Prior to submission, please make sure to verify the accuracy of the data through the QA/QC Module (See Section 5.2 for more information). Once you have confirmed the data, click “Complete Electronics Acquisition” to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking Yes you will no longer be able to edit data without having your reviewer reject the dataset.</td></tr>
</table>

6.6.2. Electronics Operations

The Electronics Operations data category's primary objective is to collect data on sites' operation of electronics over the course of the fiscal year. Specifically, the site must report the total number of electronics in certain categories that are subject to Power Management requirements. Additionally, the numbers of printers, copiers, and multi-function devices operating using Duplex Printing practices must also be reported. Guidance on how to complete the Electronics Operations data category is provided below.

<table>
<tr><td>Site</td><td>Site name will automatically populate.</td></tr>
<tr><td>PSO</td><td>PSO will automatically populate.</td></tr>
<tr><td>Site #</td><td>Site Number (i.e., legacy EMS4 number) will automatically populate.</td></tr>
<tr><td>Fiscal Year</td><td>The current fiscal year will automatically populate.</td></tr>
<tr><td>Category</td><td>The field will already be populated with Electronics Operations, as there are no additional data entry options for this page.</td></tr>
<tr><td>Data Entry Period Type</td><td>This field is already populated, as fiscal year is the required reporting period type.</td></tr>
<tr><td>Power Management</td><td>When entering site power management data, the following table must be completed:
<table>
<tr><td></td><td colspan="3">Power Management</td></tr>
<tr><td></td><td>Total Number Owned</td><td>Number Exempt from Power Management</td><td>Number Using Power Management</td></tr>
<tr><td>Displays:</td><td>0</td><td>0</td><td>0</td></tr>
<tr><td>Computers*:</td><td>0</td><td>0</td><td>0</td></tr>
</table>
*Computers include the follow items as definied by EPEAT: notebooks, desktops (independent of operating system), integrated desktop computers, workstations, and thin clients.

The purpose of this table is to report a breakdown of the number of displays and computers operated using Power Management practices and the number of those that are not, both in relation to the total numbers of computers and displays owned by the site. Enter the total number of displays/computers in the far left column, and then enter the number that are exempt from Power</td></tr>
</table>

<table>
<tr><td></td><td>Management practices in the center column. Laptops, desktops, and monitors are considered exempt from power management requirements if they are running mission critical applications (e.g. facility security, energy or environmental management or other essential operational systems, if they are maintaining continuous process monitoring or control or uninterruptable laboratory experiments).

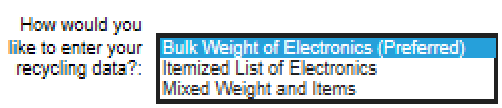
Finally, enter the total number of displays/computers using Power Management in the column on the far right.</td></tr>
<tr><td>Duplex Printing</td><td>When entering site data for duplex printing, use the following table provided on the Electronics Operations page.

<table>
<tr><td></td><td colspan="3">Duplex Printing</td></tr>
<tr><td></td><td>Total Number Owned</td><td>Number Incapable of Duplex Printing</td><td>Number Using Duplex Printing</td></tr>
<tr><td>Printers, Copiers, and MFDs:</td><td>0</td><td>0</td><td>0</td></tr>
</table>

Enter the total number of printers, copiers, and multi-function devices (MFDs) that the site owns in the far left column, labeled “Total Number Owned”. In the center column, “Number Incapable of Duplex Printing”, enter the total numbers of printers, copiers, and MFDs that physically cannot perform Duplex Printing. Finally, enter the number of printers, copiers, and MFDs that use Duplex Printing in the far right column.</td></tr>
<tr><td>Additional Information (Optional)</td><td>This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.</td></tr>
<tr><td>Save Electronics Operations Data Button</td><td>This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the Data Entry Module screen. Please take a moment to verify the accuracy of this data prior to clicking “Complete Electronics Operations.”</td></tr>
<tr><td>Complete Electronics Operations Button</td><td>Prior to submission, please make sure to verify the accuracy of the data through the QA/QC Module (See Section 5.2 for more information). Once you have confirmed the data, click “Complete Electronics Operations” to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking Yes you will no longer be able to edit data without having your reviewer reject the dataset.</td></tr>
</table>

6.6.3. Electronics End-of-Life

The Electronics End-of-Life data category is designed to assist users in report electronics disposition practices. Specifically, the site must report the total numbers (or weight) of electronics and indicate how many (or how much) were donated or transferred, recycled through a certified recycler, recycled by a non-certified recycler, or disposed of in a landfill. Guidance on how to complete the Electronics End-of-Life data category is provided below.

Site	Site name will automatically populate.
PSO	PSO will automatically populate.
Site #	Site Number (i.e., legacy EMS4 number) will automatically populate.
Fiscal Year	The current fiscal year will automatically populate.
Category	The field will already be populated with “Electronics End-of-Life”, as there are no additional data entry options for this page.
Data Entry Period Type	This field is already populated, as fiscal year is the required reporting period type.
How would you like to enter your recycling data?	Recycling may be reported in three ways, as shown below:  ***Bulk Weight of Electronics (Preferred)*** This option lumps all electronics together, allowing the user to simply report the total weight of electronics recycled for each recycling category. ***Itemized List of Electronics*** This option allows the user to provide SPO with a complete, itemized list of all electronics recycled and the manner in which they were salvaged.

Mixed Weight and items

This data entry option is a combination of the previous two. It permits the user to enter both electronics recycling data by total weight (similar to the *Bulk Weight of Electronics* option) and allows the user to enter a complete itemized list of the number of each type of electronics equipment recycled.

Bulk Weight of Electronics (Preferred)

Using the drop-down menu labeled "How would you like to enter your recycling data?", select *Bulk Weight of Electronics* to report the total weight of all electronics recycled by the site for the Fiscal Year. When this option is selected from the menu, the page will automatically update and cause the following field and table to appear:

Select entry units for weight of bulk electronics: Pounds

If using "Mixed Weight and Items", items should not be counted in both entry types.

Data Entry Type	Electronics Recycling - Bulk			
	Weight Transferred or Donated	Weight Recycled through Certified Recycler	Weight Recycled through non-Certified Recycler	Weight disposed (e.g. landfill)
Weight of Bulk Electronics:	0	0	0	0

First, use the drop-down menu to select the units that the weight data will be reported in (pounds or kilograms). Next, complete the table with data for the site for this fiscal year.

Itemized List of Electronics

Using the drop-down menu labeled "How would you like to enter your recycling data?", select *Itemized List of Electronics* to report a complete list of all electronics recycled by the site for the Fiscal Year. By selecting an itemized list, the table below is automatically generated:

Data Entry Type	Electronics Recycling - Itemized			
	Number Transferred or Donated	Number Recycled through Certified Recycler	Number Recycled through non-Certified Recycler	Number Disposed (e.g. landfill)
CRT Monitors:	0	0	0	0
LCD Monitors:	0	0	0	0
Desktops:	0	0	0	0
Notebooks:	0	0	0	0
Integrated				

The entire list is not shown in the image above, but the table contains 19 rows of electronic equipment types that the user can enter data in. For each type of equipment Year (televisions, servers, mobile phones, etc.) that the user's site recycled over the last fiscal year, complete the fields as applicable. The data here is entered by number of electronic items (i.e. the number of televisions recycled) instead of the weight, as is required in the previous data entry option.

Mixed Weight and items

Selecting this option will cause the page to automatically update, generating the tables shown below:

Data Entry Type	Electronics Recycling - Bulk			
	Weight Transferred or Donated	Weight Recycled through Certified Recycler	Weight Recycled through non-Certified Recycler	Weight disposed (e.g. landfill)
Weight of Bulk Electronics:	0	0	0	0

Data Entry Type	Electronics Recycling - Itemized			
	Number Transferred or Donated	Number Recycled through Certified Recycler	Number Recycled through non-Certified Recycler	Number Disposed (e.g. landfill)
CRT Monitors:	0	0	0	0
LCD Monitors:	0	0	0	0
Desktops:	0	0	0	0
Notebooks:	0	0	0	0
Integrated				

These are the same tables shown above, but in this option the user can fill out both. Electronics should only be entered in one category (i.e. bulk or itemized).

What type of recycling services/programs do you participate in? Select all that apply.	For this item, the Dashboard presents the user with a number of check boxes that allows the user to select as many applicable recycling programs or services as the user needs to report. If the user's site utilizes other services or programs not present here, please describe them in the "Additional Information (Optional)" field below. The user will be presented with the following options:

	What type of recycling services/programs do you particpate in? Select all that apply. ☐ GSA Xcess ☐ GSA Computers for Learning ☐ Unicor ☐ USPS BlueEarth Federal Recycling Program ☐ Non-Certified Private Recycler ☐ R2 and/or E-Steward Certified Recycler ☐ Other Certified Recycler (describe in Additional Information) ☐ Other (describe in Additional Information)
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.
Save Electronics End-of-Life Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the **Data Entry Module** screen. Please take a moment to verify the accuracy of this data prior to clicking the "Save Electronics End-of-Life Data" button.
Complete Electronics End-of-Life Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click "Complete Electronics End-of-Life" to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.

6.6.4. Data Centers

This data category is currently under development and will not be functional for FY 2014 reporting. For FY2015 Guidance will contain a link to DOE GRIT (https://doegrit.energy.gov) which provides sustainability information for both Federal and Government-Owned Contractor Operated data centers.

6.7. Acquisition

Section 6.7 contains guidance for the Sustainable Acquisition Contract Review.

6.7.1. Sustainable Contract Review

The Sustainable Contract Review data category collects data on the presence of sustainable clauses and provisions in new contract actions. Specifically, the site must report the Total Number of New Contract Actions; New Contracts Reviewed for Sustainable Acquisition Clauses; New Contracts Without Opportunity for Sustainable Acquisition Clauses; and New Contracts Containing All Applicable Sustainable Acquisition Clauses. Guidance for completing the Sustainable Acquisition data category is provided below.

Site	Site name will automatically populate.
PSO	PSO will automatically populate.
Site #	Site Number (i.e., legacy EMS4 number) will automatically populate.
Fiscal Year	The current fiscal year will automatically populate.
Category	The field will already be populated with *Sustainable Contract Review*, as there are no additional data entry options for this page.
Data Entry Period Type	This field is already populated, as fiscal year is the required reporting period type.
Sustainable Contract Review	The purpose of this table is to provide the number of new contracts from the previous fiscal year containing all applicable sustainable acquisition clauses.

	Sustainable Contract Review			
	Total Number of New Contract Actions	New Contracts Reviewed for Sustainable Acquisition Clauses	New Contracts Without Opportunity for Sustainable Acquisition Clauses	New Contracts Containing All Applicable Sustainable Acquisition Clauses
Construction:	0	0	0	0
Custodial:	0	0	0	0
Other:	0	0	0	0

	Total Number of New Contract Actions: Enter the total number of new contract actions separated by construction, custodial and other contract actions. If reporting other types of contracts in addition to construction or custodial an explanation should be provided in the “Additional Information” field. **New Contracts Reviewed for Sustainable Acquisition Clauses**: The number of contracts reviewed during the previous fiscal year. At minimum, 5% of new contract actions must be reviewed. However, a greater number of contracts (up to 100%) may be reviewed to ensure the sample size of contracts can adequately assess performance. **New Contracts Without Opportunity for Sustainable Acquisition Clauses**: Enter the number of reviewed contracts for which there is no opportunity for sustainable acquisition. This could include contracts which do not contain any opportunity for sustainable acquisition (e.g. support services) or contracts for which specialized products are required that cannot be substituted. **New Contracts Containing All Applicable Sustainable Acquisition Clauses**: Enter number of reviewed contracts meeting all relevant sustainable acquisition requirements.
Additional Information (Optional)	This space is provided for users to record important information that cannot otherwise be input into the data entry form. Data entry for this field is optional.
Save Sustainable Contract Review Data Button	This button enables the user to save data without submitting the entry for review. This is a useful tool for the user to review their entries prior to final submission. When this button is used, the data will be displayed in the right hand panel of the **Data Entry Module** screen. Please take a moment to verify the accuracy of this data prior to clicking the “Complete Sustainable Contract Review" button.
Complete Sustainable Contract Review Button	Prior to submission, please make sure to verify the accuracy of the data through the **QA/QC Module** (See *Section 5.2* for more information). Once you have confirmed the data, click “Complete Sustainable Contract Acquisition” to submit for review. There is a pop-up window asking you if you are sure you want to submit the data. By clicking *Yes* you will no longer be able to edit data without having your reviewer reject the dataset.

Chapter 7: Reports Menu

7. Reports Menu

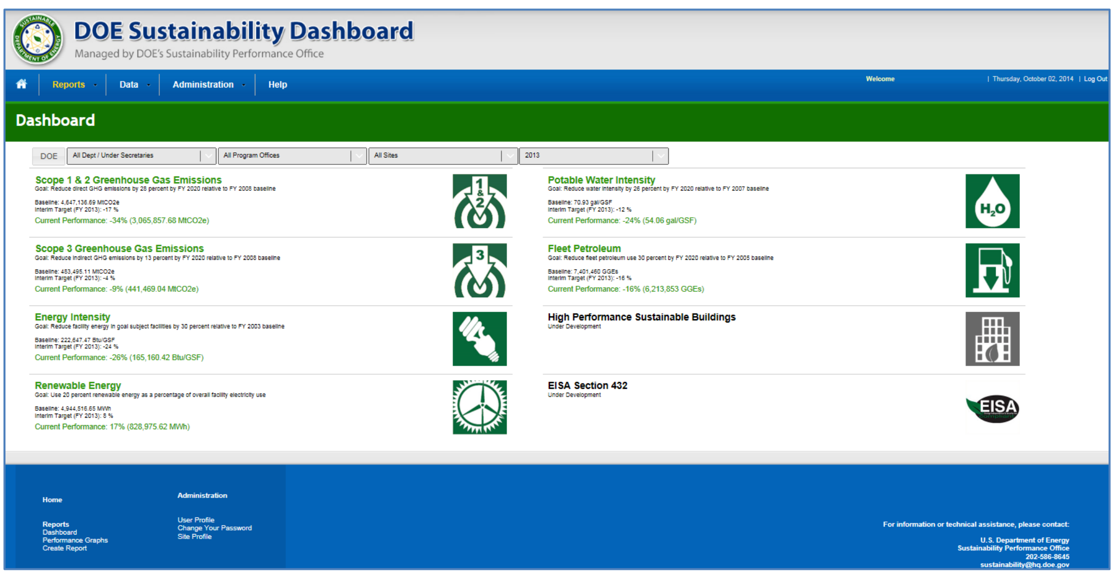
The Dashboard contains analytical tools and reports to assess performance against DOE's sustainability goals. The Dashboard Module and Performance Graphs highlight progress towards goals on OMB's Sustainability and Energy Scorecard. Progress against other ancillary goals may be found through the **QA/QC Module**. A comprehensive scorecard will be developed and added to future versions of the Dashboard.

7.1. Dashboard Module

The Dashboard Module highlights performance against goals on the annual OMB Sustainability and Energy Scorecard. The example table below provides DOE's overall sustainability progress. The table is filterable by Under Secretary, Program, Site, and Reporting Year.

7.1.1. Accessing the Dashboard

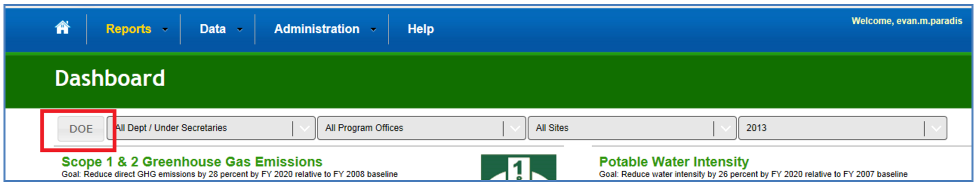
From the Top Navigation Bar, choose *Dashboard* from the **Reports Menu**.



7.1.2. Dashboard Filters

Data presented on the Dashboard may be modified using the filters located above the Dashboard graphic. The filters can be utilized singularly or as a combination. The operation of these filters is described below.

<u>DOE</u>: Beneath the site navigation bar and to the far left of the Dashboard filters is a single button labeled "DOE", as shown below:

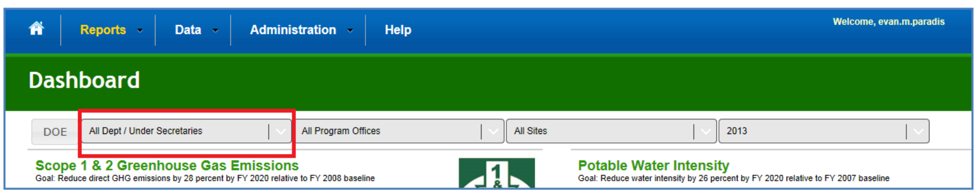


This button will clear all filters and display Department-wide performance only. This acts as a reset button to return the user to default filter settings.

Note: Users are limited in the following areas based on access and privileges. For example, a Site User from one site will not have visibility into another site's (or Program's) data and performance. If you have questions about access privileges, please contact the SPO at sustainability@hq.doe.gov.

<u>All Dept / Under Secretaries</u>**<u>:</u>**

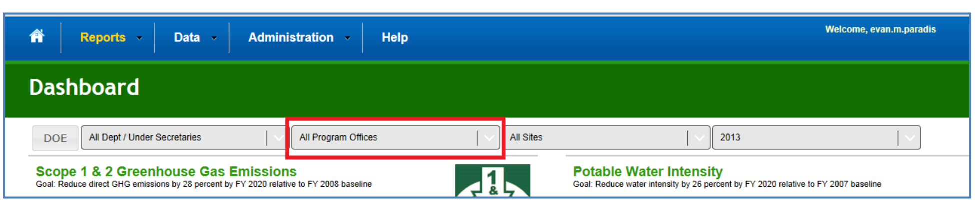
This filter presents sustainability data for all sites and offices under a particular Under Secretarial Element.



Filtering to a specific Under Secretarial Element will present that organization's sustainability performance. In addition, it will narrow down the list of respective program Secretarial Offices and Sites, which are filterable in the following sections.

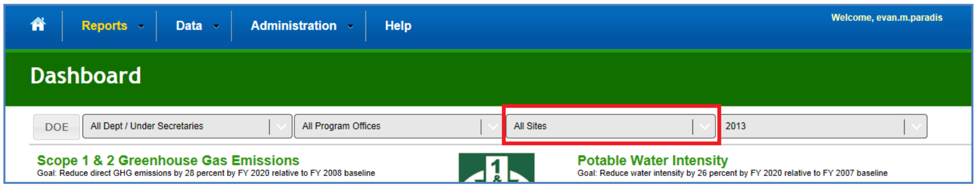
<u>All Program Offices:</u>

At its default position "All Program Offices", sustainability data is presented for all DOE programs under the pre-selected Under Secretarial unit, as described above. Filtering to a specific Program will present that Program's sustainability performance.



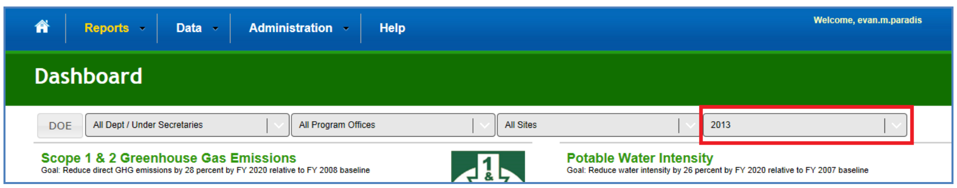
All Sites:

At its default position “All Sites”, the user is shown sustainability data for all of DOE, or as described above, all sites under a selected Under Secretary or Program Office. Filtering to a specific Site will present that Site’s sustainability performance.



Year:

The most recent and approved FY serves as the default data.

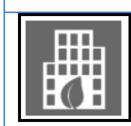


The drop-down menu may be used to view historical goal performance. The range of fiscal years available is determined by the data submitted by Sites in past year’s reporting cycles.

7.1.3. Dashboard Goals Description

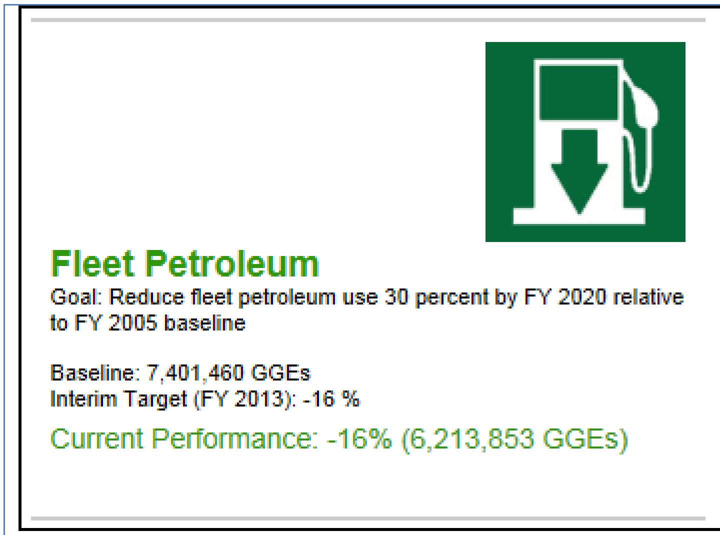
The **Dashboard Module** provides a summary of progress towards goals on the annual OMB Sustainability and Energy Scorecard. The Scorecard outlines specific interim goal targets developed by Office of Management and Budget (OMB) and the Council on Environmental Quality (CEQ). The colors of the icons on the Dashboard directly correlate with the Scorecard’s green/yellow/red scoring system. The following table describes the goals/icons found on the main **Dashboard** page:

Dashboard Icons	Goal Name	Metrics Description
	Scope 1 & 2 Greenhouse Gas Emissions	This metric displays performance against the scope 1 & 2 GHG emissions reduction goal (28 percent reduction by FY 2020). This metric is reported as a percentage change relative to the FY 2008 baseline, and as a total emissions amount measured in millions of tons of carbon dioxide equivalent (MtCO2e).

Dashboard Icons	Goal Name	Metrics Description
	Scope 3 Greenhouse Gas Emissions	This metric displays performance against the scope 3 GHG emissions reduction goal (13 percent reduction by FY 2020). This metric is reported as a percentage change relative to the FY 2008 baseline, and as a total emissions amount measured in millions of tons of carbon dioxide equivalent (MtCO2e).
	Energy Intensity	This metric displays performance against the Energy Intensity reduction goal (30 percent reduction by FY 2015). Performance is measured by Btu per gross square foot (Btu/GSF) and relative to the FY 2003 baseline.
	Renewable Energy	This metric displays performance against the Renewable Energy goal (20 percent by FY2020). Performance is measured as the percentage of renewable electric energy use relative to total electricity use (in MWh).
	Potable Water Intensity	This metric displays performance against the Potable Water Intensity goal (26 percent reduction by FY 2020). Performance is measured by gallons per gross square foot and relative to the FY 2007 baseline.
	Fleet Petroleum	This metric displays performance against the Fleet Petroleum Reduction goal (30 percent reduction by FY 2020). Performance is measured in gasoline gallons equivalent (GGE) relative to the FY 2005 baseline.
	High Performance Sustainable Buildings (HPSB)	This metric tracks progress toward the HPSB goal (15 percent by FY 2015). Performance is measured as percentage of buildings meeting the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings relative to overall building inventory.
	EISA Section 432	This Dashboard metric is currently under development. When completed, it will track compliance with EISA Section 432.

7.1.4. Dashboard Module Metrics In-Depth

Each **Dashboard Module** metric, displays the goal icon, title of the metric, and three pieces of summarizing information. As mentioned previously, the colors (green, yellow, and red) signify the status towards achieving the goals. Green represents attainment of the annual target, red represents falling more than 50 percent short of the target, and yellow is in between. An example summarizing DOE-wide fleet petroleum reduction progress is provided below:



<u>Goal</u>:

The goal is defined. In this example, the fleet petroleum use reduction target is 30 percent by FY 2020 relative to the 2005 baseline.

<u>Baseline:</u>

The actual goal baseline value is presented. In this example, DOE's FY 2005 fleet petroleum use was 7,401,460 GGEs. This is the starting point from which DOE progress in fleet petroleum reductions is measured.

<u>Interim Target:</u>

The interim goal target based on OMB's Sustainability and Energy Scorecard. In this example, the FY 2013 interim target for fleet petroleum reductions is 16 percent relative to the 2005 baseline.

<u>Current Performance</u>:

States goal performance through the selected Fiscal Year. The percentage value indicates performance against the baseline; while the parenthetical value denotes the actual value in the unit of measure for the respective goal. In this example, DOE achieved a 16 percent reduction in fleet petroleum use through FY 2013. This performance is scored "green" as it meets or exceeds the interim target of a 16 percent reduction.

Selecting any of the metric icons will take direct the user to the corresponding Performance Graph page. The features and operation of this tool the Performance Graphs will be described in the Section 7.2 Performance Graphs.

7.2. Performance Graphs

Similar to the **Dashboard Module**, the **Performance Graphs Module** provides progress against the OMB Sustainability and Energy Scorecard goals. And like the **Dashboard Module**, the graphs are by organizational element. The Performance Graphs, however, also present performance dating back to the baseline year, with trend lines and a graphical display of performance against interim targets. Performance Graphs are particularly useful for spotting and evaluating trends in key sustainability metrics.

Note: Users' access privileges vary, depending on approved DOE Sustainability Dashboard user profiles. For example, Site users may view the performance of each site that they are assigned to, their associated HQ Program and Under Secretarial Elements, and performance for DOE overall. If you have questions about your access privileges, contact the SPO at sustainability@hq.doe.gov.

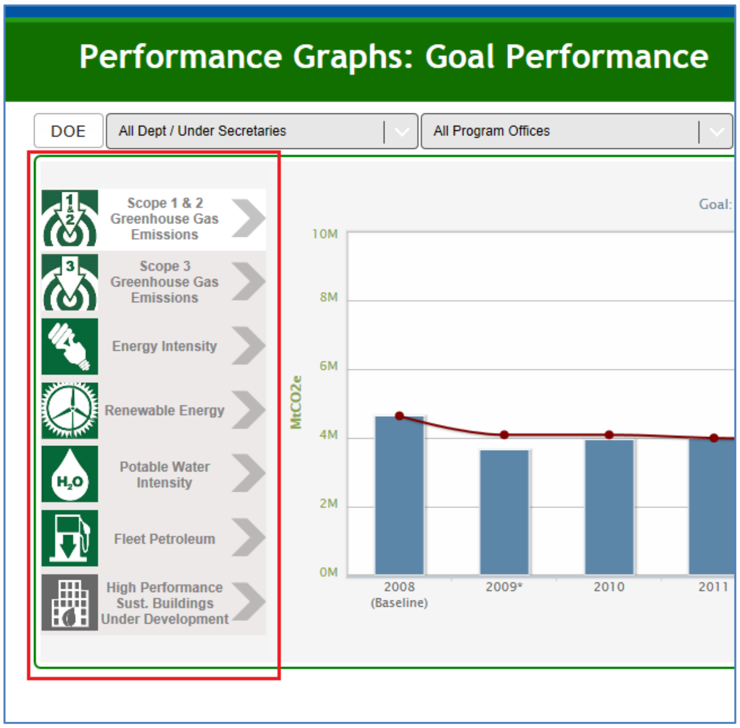
Current fiscal year data (and associated performance) is only considered final upon approval by the respective Site Manager, Site Office, HQ Program and SPO Administrators. Performance Graphs data for the current reporting year is subject to change.

7.2.1. Accessing Performance Graphs

To access the Performance Graphs, navigate to the Performance Graphs through the Dashboard icons as illustrated below. Alternatively, you may select the **Reports Menu** from the Top Navigation Bar, and choose *Performance Graphs*.

7.2.2. Selecting Goal Areas

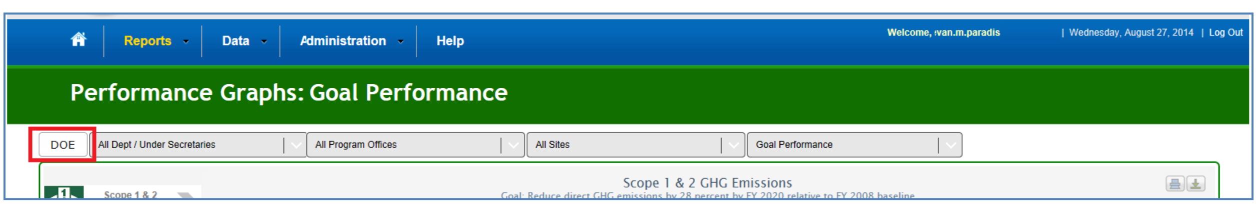
Goal data may be viewed by clicking a goal icon in the left hand panel of the graphical display. With the selection of a goal, the graphs will refresh and display the corresponding data. These goal areas are highlighted in red below:



7.2.3. Selecting Filters

Beneath the navigation menu and above the graphs, there are several filters that enable the user to customize the data shown in the graph below. These filters can be used singularly, or in combination.

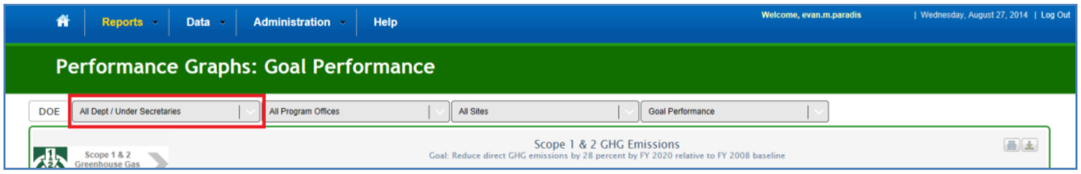
The default position is “DOE”, located in the top left corner of the display. To deselect all filters click on “DOE” in the top left corner of the Performance Graphs display.



DOE: Beneath the site navigation bar and to the far left of the Dashboard filters is a single button labeled “DOE”, as shown below. This button will clear all selected filters and display Department-wide performance data. This acts as a reset button to return the user to default filter settings.

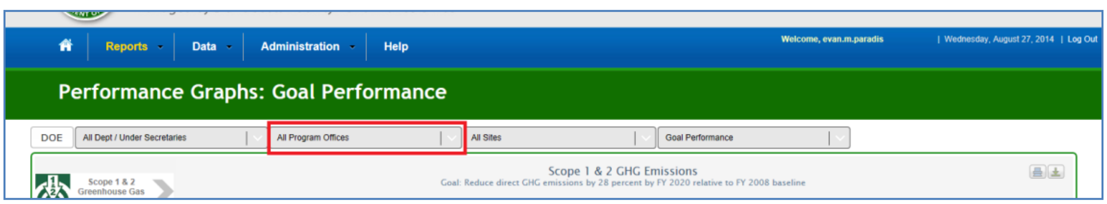
Note: Users are limited in the following areas based on access and privileges. For example, a Site User from one site will not have visibility into another site's (or Program's) data and performance. If you have questions about access privileges, please contact the SPO Administrator.at sustainability@hq.doe.gov.

*__All Dept / Under Secretaries__***:** This filter allows the user to view sustainability data for all sites and offices under a particular Under Secretarial Element.

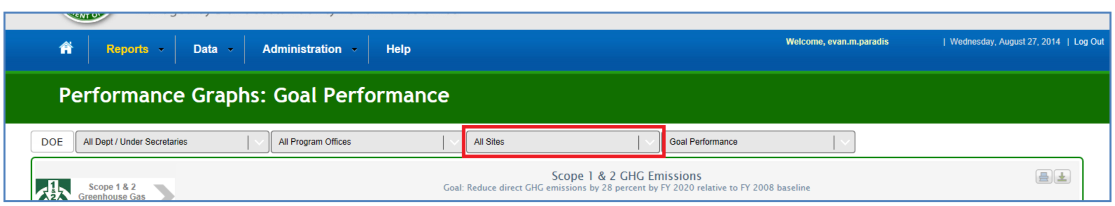


Filtering to a specific Under Secretarial Element will present that organization's sustainability performance. In addition, it will narrow down the list of respective program Secretarial Offices and Sites.

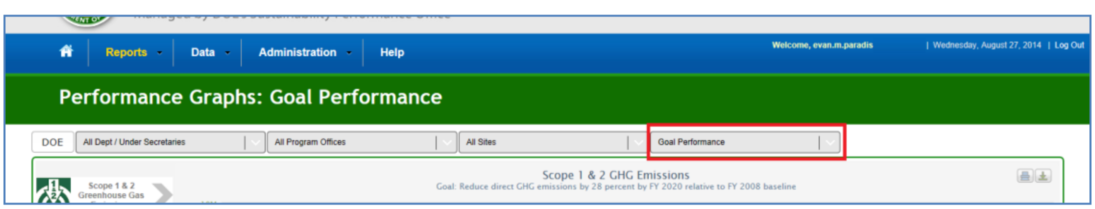
*__All Program Offices__***:** "All Program Offices" is the default setting for this filter, which allows users to refine the data shown by offices found under the previous filter ("All Dept / Under Secretary"). The options for offices will depend on the user's access credentials.



*__All Sites__***:** This filter refines the data shown in the graph to a specific site.



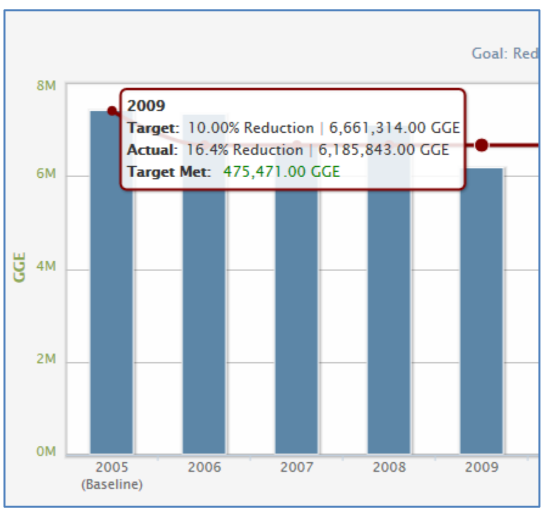
__Goal Performance/Contribution:__ This filter toggles between the Goal Performance Graphs and Contribution Graphs. The filter's default setting is "Goal Performance". The Goal Performance and Contribution Graphs are described below.



Goal Performance Graphs

The Goal Performance Graphs display goal performance for the selected organization and sustainability goal area. In the image shown below, the solid blue bars represent actual data. The red line shows the interim target as prescribed by the OMB Sustainability and Energy Scorecard.

Placing the cursor over each solid blue bars or red dot will present the goal target, actual performance, whether the target has been met, and important notes for the fiscal year selected.



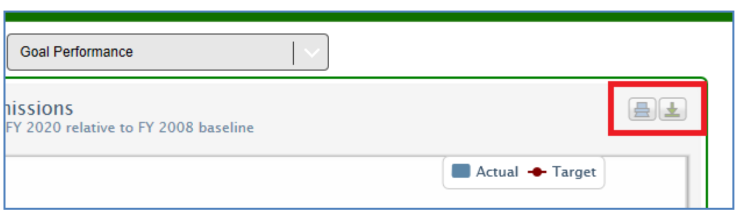
Contribution Graphs

Contribution Graphs displays an organizational unit's contribution to the organization as a whole (i.e., a site's contribution to its respective HQ Program office). The graphs present raw data in stacked bar graphs.

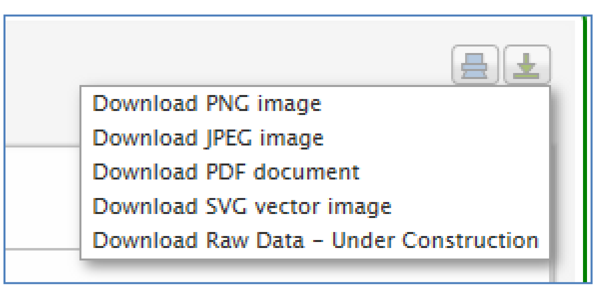
The selected filters "All Dept / Under Secretaries", "All Program Offices" and "Contribution" produced this stacked bar graph that shows how much each Under Secretary contributed to the total fleet petroleum use.

7.2.4. Other Performance Graph Features

For each graph that is created, users may print or download the image for offline use. These functions can be found in the upper right-hand corner of each graph, show outlined in red below. Select the "Print Option," shown below as the printer icon, to print the graphs and images.

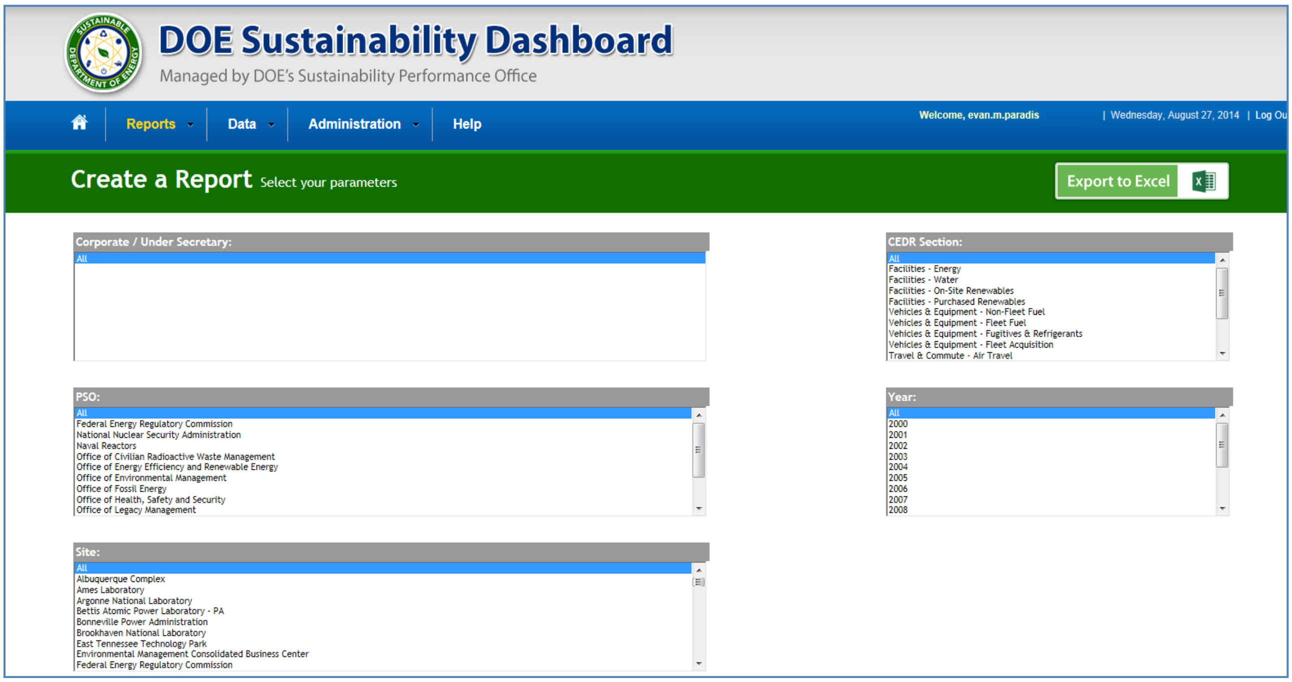


Select the "Download" option, shown above as the arrow icon, to save the graphs and images digitally in the following file format options: PNG image, JPEG, PDF, or SVG vector. The "Download Raw Data" option is under development, and will be available for future reporting.



7.3. Create a Report

The Create a Report page, located in the **Reports Menu**, allows users to download raw data maintained by the system. Data is available for download in MS Excel format for each reporting category. The data may be refined further by PSO, Site, Data Category, and Year. Users may select multiple options under each list by holding the shift or control key when selecting items.



7.3.1. Select Parameters

Reports may be customized through a series of selections. Users must select the PSO, Site(s), Data Category and Year prior to report generation.

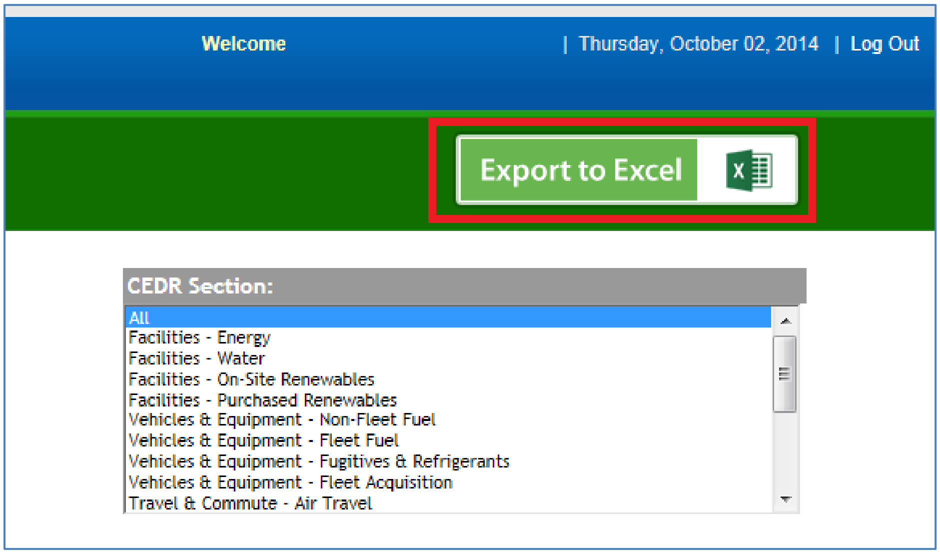
A brief description of these fields follows:

- “Corporate / Under Secretary”: A typical site user will only be presented with a single option for this field, which is *All*.
- “PSO”: This field enables the user to select a Program Secretarial Office (PSO). Once selected, the subsequent fields will be further refined. For example, selecting *National Nuclear Security Administration* (NNSA) in this field refines the Sites options to only those under NNSA.
- “Site”: The options for selecting specific Sites for data download are based on the criteria selected in the “PSO” field above.

- “Data Category”: Data Categories may be selected singularly or in combination. Multiple selections can be made using the Shift or Control key.

7.3.2. Export to Excel

Once the report criterion has been selected, the “Export to Excel” button (highlighted in red below) starts the download process.



After the “Export to Excel” button is clicked, your web browser will automatically begin the download process. The default file name given to the downloaded report is “CEDR_Report.xlsx”. It is recommended that downloaded files are appropriately renamed.